

1. Title

Purchasing

2. Policy

Sec. 1 Purpose. The purpose of this Policy is to provide procurement guidelines that promote, facilitate, and expedite the purchasing function.

Sec. 2 Policy Statement. This Policy provides procurement guidelines applicable to each institution and The University of Texas System Administration and requires the primary procurement officer of each institution and U. T. System Administration to promulgate procedures to facilitate and expedite the purchasing function.

Sec. 3 Establishment of Procedures. The primary procurement officer of each institution and U. T. System Administration shall promulgate procedures to facilitate and expedite the purchasing function. Such procedures shall be developed in accordance with sound business practices and applicable State law. New purchasing procedures and changes to existing purchasing procedures shall be implemented only after appropriate review and approval of the chief business officer and the Vice Chancellor and General Counsel; however, only material changes to purchasing procedures, including new procedures and changes to existing procedures, require review and approval by the Office of General Counsel.

Sec. 4 Use of Closed Specifications. Closed specifications shall not be used except in unusual instances clearly justified as being essential to efficient operating performance. Reports of all such exceptions shall be maintained by the chief business officer.

Sec. 5 Transactions with Employees. Purchase from, or sale to, any employee of U. T. System Administration or an institution of any supplies, materials, services, equipment, or property must have the prior approval of the chief administrative officer. Any such purchases shall be made only if the cost is less than from any other known source. This Section does not apply to sales or purchases made at public auction.

3. Definitions

Chief Administrative Officer - for this series this refers to the Chancellor for U. T. System Administration or the president of an institution.

4. Relevant Federal and State Statutes, Policies, and Standards

[Texas Education Code, Chapter 51, Section 51.9335, Acquisition of Goods or Services](#)

5. Relevant System Policies, Procedures, and Forms

[UTS156, Purchaser Training and Certification](#)

6. System Administration Office(s) Responsible for Policy

Office of the Controller

7. Dates Approved or Amended

December 10, 2004

June 16, 2009

Editorially Amended November 18, 2010

November 20, 2012