CENTRALIZED PURCHASING POLICY

A. Purpose

The purpose of this policy is to provide for a uniform and systematic method of purchasing the goods and services required by The University of Texas-Pan American and to define the authority of the Director of Materials Management.

B. *Materials Management Procedures Manual*

Detailed procurement procedures are in the *Materials Management Procedures Manual* at http://portal.utpa.edu/utpa_main/dba_home/comptroller_home/materials_home/purchasing_home/materials_procedures

C. Authority

1. Authority to obligate institutional funds for purchases of supplies, goods, services, and equipment is delegated to the Director of Materials Management by the President pursuant to a separate writing in accordance with authority granted in Series 10501, Number 2, Section 6 of The University of Texas System Board of Regents' *Rules and Regulations*.

2. Exceptions: (See Subsection E, Related Policies in the *Handbook of Operating Procedures*, below.)

    a. Contracts of employment,
    b. Reimbursement for travel expenses,
    c. Procurements of materials and services for resale by the University Bookstore,
    d. Guest lecturer services.

D. General Policy

1. All purchases, regardless of the source of funds, shall be made using the method that provides the best value to the University as detailed in Section 8.2.1, *Handbook of Operating Procedures*. Exceptions to the procedures may be made on a case-by-case basis by the Vice President for Business Affairs when the best interest of the University will be served.

2. Exceptions: (See Section E, Related Policies in the *Handbook of Operating Procedures*, below)

    a. Consultant contracts,

    b. Professional services.

3. Closed or noncompetitive specifications also known as proprietary or sole source specifications shall not be used except in unusual instances clearly justified as being essential to efficient operating performance. Proprietary justification forms must be used and are available on the Materials Management Website or in the *Materials Management Procedures Manual*.

4. The University will assume no liability for purchase of goods or services that are not in compliance with this policy.

5. This policy applies to all budgets administered by the University regardless of source of funds.

E. Related Policies in the *Handbook of Operating Procedures*

1. 6.1.1, Recruitment and Hiring of Faculty

2. 8.2.5, Consulting Services Contract Policy

3. 8.2.7, Guest Lecturer Services

4. 8.3.1, Centralized Travel Services

5. 8.2.6, Purchase of Professional Services

F. Review

This policy shall be reviewed by the Director of Materials Management and the Vice President for Business Affairs every five years or as legislation changes.