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**Introduction**

The Office of Procurement Services serves all university departments for the procurement of goods and services. While the majority of purchases are made through the procurement office, departments are allowed to purchase goods and services within their delegated authority through the use of a procurement card. The mission of the Texas A&M University-San Antonio Office of Procurement Services is to acquire quality products and services and obtain the best value for the university while adhering to fair and equitable bidding practices.

**Contact Information:**

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SECTION I

Definitions

Award--The act of accepting a bid, thereby forming a contract between the agency and a vendor.

Purchase Order--A contractual document issued by the Office of Procurement Services detailing the specifications, terms and conditions of goods or services being offered for purchase from a vendor.

Bid--An offer to contract with the agency, submitted in response to a bid invitation issued by the Office of Procurement Services. A bid is not a binding contract.

Bidder--An individual or entity that submits a bid in response to an invitation. The term includes anyone acting on behalf of the individual or other entity that submits a bid, such as agents, employees, and representatives.

Exempt Purchase--A purchase of goods or services that are not subject to the standard competitive process. These approved items are available only under special market conditions which may preclude them from competitive bidding or from standard bid procedures.

Formal bid--A written bid submitted in a sealed envelope in accordance with a prescribed format, or an electronic data interchange transmitted to the university in accordance with procedures established by the university.

Informal bid--An unsealed, competitive bid submitted by letter, email, telephone or other means.

Purchasing Process--The development of specifications, receipt and processing of requisitions, review of specifications, advertising for bids, bid evaluation, award of contracts, and inspection of merchandise received. The term does not include invoice, audit, or contract administration functions.

Request for Proposal/Qualification/Information--A written request for offers concerning goods or services the university intends to acquire by means of the competitive sealed proposal procedure.

Purchase Requisition--An initiating request from a department describing needs and requesting the Office of Procurement Services to purchase goods or services to satisfy those needs.

Spot Purchase--The acquisition of goods or services within the delegated limit where one price is quoted from one vendor and additional quotes/prices or participation of vendors is not sought.

Unauthorized Purchase (After-the-Fact)--A purchase that has been made without prior issuance of an approved purchase order or use of a Pcard, and then, an attempt is made to initiate a purchase order after-the-fact in order to pay the vendor’s invoice.

Vendor--A supplier of goods or services to the university.
Purchasing Process

All university divisions and departments may choose to use the Office of Procurement Services to make purchases on their behalf regardless of the dollar amount or type of purchase.

As required, the Office of Procurement Services will solicit vendors through the bid process. The department and procurement office will work to acquire the necessary information and select a vendor based on the “best value” to the university.

If the item can only be purchased from a single vendor a sole source justification letter may be required based on the dollar amount.

Under no circumstances shall any employee of the university authorize a purchase without an official means of order placement. An order is official when an employee pays with his/her Procurement Card, a Limited Purchase Order is issued or a signed Purchase Order is issued by the procurement office. A purchase requisition is not a purchase order. The university is under no obligation to pay for goods/services rendered without one of these methods. All university faculty/staff are responsible for following State, A&M System, and Texas A&M University-San Antonio purchasing procedures and ethics policies.

Types of Purchases

$0 to $5,000 – “No-Bid” Limit (Spot Purchase). The university is authorized to make purchases between $0 and $5,000 (including freight, postage, installation, and other extra charges) regardless of funding type without soliciting competitive bids. However, it is in the best interest of the university to obtain multiple bids whenever possible.

$5,000 to $25,000 – Informal Bid Limit. Expenditures within the stated dollar limit are known as the informal (telephone/fax/email) bid process. Departments are required to send a completed purchase requisition to the procurement office for processing. Bid solicitations will be sent by the procurement office to selected vendors. The standard solicitation and vendor response time for informal bid invitations is up to five (5) business days. After such time, the procurement office will notify the department of the bid results; the department will select the best value vendor; and the procurement office will issue a purchase order. The procurement office, at its discretion, may either utilize the formal bid process based on the type of goods or services being requested or an existing contract. If the purchase is time sensitive, the department may solicit informal bids on their own and submit the bids along with the purchase requisition to the procurement office.

Greater than or Equal to $25,000 – Formal Bid Process. Expenditures within the stated dollar limit require the solicitation of formal bids and listing on the Electronic State Business Daily (ESBD). Departments are required to send a completed purchase requisition to the procurement office for processing. Formal bid invitations will be sent by the procurement office to vendors. The standard solicitation and vendor response time for formal bid invitations is 14 to 21 business days. After such time, the procurement office will notify the department of the bid results; the department will select the best value vendor; and the procurement office will issue a purchase order. The entire process may take between 4-6 weeks.
Type of Funds

There are several funding types at Texas A&M University-San Antonio. Audits are conducted to ensure the university is properly using funds. The other funding types are audited by the A&M System Offices or federal government. It is the responsibility of each department to ensure that the purchasing rules are followed as it relates to the different accounts. The main types of funding with account identification are as follows:

State Appropriated Funds are 1XXXXX accounts  
Designated Funds are 2XXXXX accounts  
Auxiliary Funds are 3XXXXX accounts  
Restricted Funds are 4XXXXX-6XXXXX accounts  
Plant Funds are 8XXXXX accounts  
Agency Funds are 9XXXXX accounts

Delegated Purchasing Authority

In accordance with System Policy 27.07 Contract Administration and System Regulation 25.07.01 Contract Administration Procedure and Delegation, Texas A&M University San Antonio (TAMU-SA) has established a procedure for delegation of authority for approvals of all purchases, leases or agreements valued at $350,000 and less. Delegation of authority is granted from the President of the university to and through the division heads. No university employee is authorized to obligate the university for payment of goods and services without proper authority nor are they authorized to enter into any contract on behalf of the university without express written authority. Creation of contracts between the university and other entities is the responsibility of the university’s procurement office, authorized purchase/travel card holders and others with express written authority. (Delegation of Authority forms may be found on the Office of Procurement Services web page)

After-the-Fact Purchases

An After-the-Fact (ATF) purchase occurs when a department makes a purchase before a purchase order number is issued or procurement card is used. For example, authorizing a vendor to begin work before the procurement office issues a purchase order, even though the department has submitted a purchase requisition.

All ATFs, regardless of the dollar amount, present problems for the procurement office, Accounts Payable, vendors, and end-users. In many cases, these transactions:

- Place the university at financial and credit risk and result in higher than necessary cost paid for products and services
- Create unnecessary administrative effort.
- Bypass State of Texas encumbrance requirement.
- Violate procurement rules and procedures.
- Result in contracts with unfavorable terms and conditions signed by unauthorized university personnel.

Emergency Purchases

An emergency purchase is defined as "a purchase of goods or services so badly needed that the university will suffer financial loss or operational damage unless they are secured immediately."
When possible, contact the procurement office prior to acquiring the goods or services. If the situation allows, informal bids will be taken. Departments should submit a requisition to the procurement office and include justification and evidence of the existence of a university “emergency” that must:

- State the reason for the emergency purchase by explaining what the emergency was and what caused the emergency situation.
- State the financial loss or operational damage that will occur if needs are not satisfied immediately; and
- State why the needs were not or could not be anticipated so that the items could have been purchased through regular procurement procedures.

**Writing Specifications**

1. State the product or service to be purchased.
2. Describe in simple, concise, and clear language what is minimally required or desired of the product or service.
3. Whenever possible, identify a commercially available brand and make or model number or a standard specifications.
4. Provide for verification (testing) - a reasonable means to determine whether minimum requirements are met.
5. If a service, state what is required, the period of service, and the method of payment.

**Characteristics of an Effective Specification**

- **SIMPLE:** Avoid unnecessary detail, but be complete enough to ensure that requirements will satisfy your intended purpose.
- **CLEAR:** Use terminology that is understandable to the university and bidders.
- **ACCURATE:** Use a unit of measure that is compatible with industry standards. All quantities and packing requirements should be clearly identified.
- **COMPETITIVE:** Identify at least two commercially available brands, makes, or models (whenever possible) that will satisfy the intended purpose.
- **FLEXIBLE:** Avoid overly restrictive specifications which prevent the acceptance of a bid that could offer greater performance for fewer dollars. Use approximate values such as dimensions, weight, speed, etc. (whenever possible) if they will satisfy the intended purpose.

**Award Information**

The purchase of goods and/or services will be awarded based on best value criteria. The following is a partial list of best value criteria:

- The quality, availability, and adaptability of the supplies, materials, equipment, or contractual services to the particular use required;
- The number and scope of conditions attached to the bid;
- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- Whether the bidder can perform the contract or provide the service promptly, or within the time required, without delay or interference;
- The character, responsibility, integrity, reputation, and experience of the bidder; the quality of performance of previous contracts or services;
• Any previous or existing noncompliance by the bidder with specification requirements relating to time of submission of specified data such as samples, models, drawings, certificates, or other information;
• The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service; and
• The ability of the bidder to provide future maintenance, repair parts, and service for the use of the contract.

When considering an award, the following options are available:

• **AWARD** - A bidder is selected which meets all the specifications of the bid that represents the best value to the university.
• **NO AWARD** - A no award is based on (1) no bidders responded to bid request; (2) no bidders met the specifications of the bid; or (3) the department decides it does not wish to make an award due to (a) budgetary constraints or (b) change in requirements.
• **RE-AWARD** - An award may be made to the next lowest bidder meeting the specifications if the original vendor cannot meet the conditions of the purchase order, or permission is granted to cancel the purchase order.

**PROCUREMENT CARD PROGRAMS**

I. **Overview**

The Procurement Card Programs are comprised of the Procurement Card and the Travel Card. These are business to business credit cards that allow the purchase of goods, services and travel services directly from vendors. The program is designed to reduce cost, shorten the buying cycle and empower the employee. All purchases must be made within Texas A&M policies and regulations, Texas A&M University-San Antonio rules and procedures and the laws of the State of Texas.

The terms and conditions of the Pcard contract were specified and awarded by the Texas Comptroller. The university is utilizing the State of Texas contract for Pcard services. Texas A&M University-San Antonio will comply with the terms and conditions of the State contract in the implementation of this program.

**Purchasing Card:**

The Procurement Card (Pcard) program is a fast, flexible purchasing method for processing delegated orders from vendors that accept credit cards. The purpose of the Pcard program is to establish a more efficient, cost-effective method of procurement and payment of delegated purchasing transactions.

**Travel Card:**

The Travel Card Program is a fast, flexible method for processing travel reservations from vendors who accept credit cards. The Travel Card program is designed to delegate authority to the departments and establish a more efficient, cost-effective method for departments to make their own travel arrangements. The Travel Card can be used with any vendor that accepts Master Card as a form of payment.
The following important points should be reviewed before using either procurement card:

- Your card is issued in your name. You are personally responsible for all transactions on your card. All purchases made on the card must be made by the cardholder. You are responsible for the security of the card and the transactions made with it.

- You can use the card with any vendors that accepts MasterCard and is not on the restricted vendor list. It may be used for in-store purchases, online, mail, telephone or fax orders.

- You may use the card to purchase goods or services within your delegated limit.

- Reconciliation of the monthly card statement to ensure all charges are accurate is required. Statement reconciliation needs to be completed and submitted to the procurement office.

- Failure to follow procurement card program guidelines policies will result in temporary suspension or permanent cancellation of your card.

II. Duties and Responsibilities:

1. **Program Administrator:**

   The Program Administrator was designated by the university for questions, issues and administration of the program. The Administrator is knowledgeable on all procedures in the procurement program. All requests for cards must go through the Program Administrator.

2. **Program Coordinator:**

   The Program Coordinator is charged with keeping documentation for card activities within the university. The Coordinator is knowledgeable about the program, the guidelines and related forms. Cardholders shall first contact the Coordinator, regarding the program or potential problems. The Coordinator may refer questions to the Program Administrator when necessary.

3. **Division Head or Delegated Representative:**

   The Division Head or Delegated Representative is responsible for approving monthly card statements of cardholders to ensure they are within program guidelines. The Division Head or Delegated Representative may also assist in assigning cardholder limits and regulations.

4. **Cardholder:**

   The person designated by the Division Head or Delegated Representative to utilize the card for purchasing small dollar goods and services. The cardholder is responsible for following the purchasing guidelines of the university in regards to purchases, selection of vendors, security of cards and monthly reconciliations.
SECTION II

Temporary Employment Services

A department needing temporary employment services **must** contact Human Resources before contacting a temporary employment service agency. Human Resources in coordination with the department head will determine if the request warrants the hiring of a temporary employee or if the need can be met through other means.

Upon approval of Human Resources and the department’s delegated authority, the department will be provided with information regarding pre-approved temporary employment services agencies.

The department must coordinate the acquisition of the temporary employment services through their delegated authority and the procurement office to encumber the funds for the anticipated time period **prior** to scheduling a start date for temporary services.

IT Equipment, Software, & Related Items

Departments **may not** purchase I/T equipment, software and related items as listed below. For these purchases, the department will complete a purchase requisition for processing by the Office of Procurement Services. I/T must approve all related purchases prior to the issuance of a purchase order.

- Personal Computers
- Laptops (includes Tablet PCs)
- Servers
- Routers
- Wireless Access Points
- Security Devices (finger print readers, voice recognition, optical readers, etc)
- Backup Devices
- External Hard drives
- Integrated Software.

**Coordinating your needs with I/T, helps ensure the goods or services will be compatible with the current computer environment.** Items that are known to be integrated with the university’s current computer environment should be coordinated through I/T prior to purchase include:

- **Copiers that are connected to the university computer network (networked printers and/or standalone units).**
- **Peripherals (e.g. mice, keyboards, docking stations)**

To expedite the purchase of I/T goods or services, departments should utilize the following procedures:

1. Contact I/T in advance regarding specific need and compatibility with current hardware and operating systems.
2. Obtain specifications for the I/T goods or services needed.
3. Send a purchase requisition and all supporting documentation to the procurement office for processing.
Contract Agreements, Contracted Services and Consulting

According to the university’s Delegation of Authority, only certain staff members are authorized to sign contracts for the university. Therefore, contracts for goods or services are to be routed to the Office of Procurement Services prior to the purchase. The procurement office will review the contract for compliance to State statutes and university rules/procedures. If issues are found and as necessary, the procurement office will contact the System Office of General Council and/or the vendor to rectify any issues with the contract.

Exempt Purchases

The Office of Procurement Services has determined that the following goods services are exempt from the standard procurement process (see page 5) and may be purchased by departments regardless of dollar amounts:

Classified Advertising: newspaper and magazine advertisements (does not include public relations/advertising campaign related services).

Conference Expense: conference room services such as audio/visual/network and food services. (does not include goods purchased for attendees or transportation services).

Hotels and Conference Rooms: does not include hotel rooms for programs and conferences that are regularly scheduled throughout the year. For example, a department hosts seminars/workshops throughout the year and is responsible for making lodging accommodations for the attendees.

Moving Expenses: employee relocation only with institutional funds

Lectures/Guest Speakers/Entertainers: fees for speakers/lecturers/entertainers hired on a one-time basis (does not include fees for speakers/lecturers on a continuous basis)

Membership fees and dues: agency approved only.

Newspaper and magazine subscriptions direct from the publisher

Goods and/or Services provided by Federal agencies, other State of Texas agencies, A&M System members, other local governments, and TIBH. (Inter-Agency and Inter-Local agreements must be reviewed by the Procurement Office).

Registration fees and associated books and materials

Rental of exhibit space (booths for display purposes)

Utilities

Royalties for Licenses/Patents managed by the Office of Technology Commercialization

Aircraft Fuel for A&M System Aircraft

Computer and Software Maintenance: agency owned, licensed, rented or leased.
Student Travel: expenses related to student travel with the exception of air and bus charter

Library materials: specific for Texas A&M University-San Antonio Library

Legislative information services: bill analysis services

Copyrighted material purchased directly from the Publisher (including Software)

Services provided by other State of Texas agencies, TAMUS components or by other local governments (Inter-agency and Inter-local agreements must be reviewed by the Office of Procurement Services)

Internal repairs

Purchases from Federal agencies

Other Purchases Subject to Modified Or Exempt Bidding Procedures Include:

- Actuarial Services
- Accreditation/Licensing/Certification Services
- Advertising, (Billboards, Newspapers, Magazines, Radio, Television, Yellow Pages, etc.)
- Advertising, Newspapers & Periodicals
- Advertising, Newspaper Classifieds
- Advertising, Newspaper Inserts
- Advertising, Radio/Television
- Agricultural Commodities (Feeds, Grains, Meal)
- Airline Tickets
- Ambulance Services
- Appraisal Fees
- Architectural Services
- Aircraft Hangar Space
- Arbitrating and mediating services
- Artists (Painters, Sculptors, Compositions)
- Attorney Fees (requires A.G. approval)
- Automobile Inspections Fees (State)
- Automobile License Fees
- Auxiliary enterprises
- Boiler Inspection Fees
- Bond Premiums
- Burial Expenses
- Certified Financial Analyst Services
- Certified Public Account Fees
- Consultants
- Court Costs
- Court Judgments
- Direct Publications
- Demurrage Fees
Disaster Control and coping
Employee Insurance Payments
Employee Moving Expenses (Reimbursements)
Employee Travel
Financial Institution Service Fees
Freight
Grant Payments
Group Purchasing Programs (Co-Op)
Guest Speakers and Lecturers
Interpreters for the Deaf
Investment Brokerage Fees
Items Purchased for Resale
Land
Landfill Services
Lecturers in Higher Education
Legal Fees
Library Information Services and Publications
Licensed Peace or Law Enforcement Officer
Livestock
Meals
Medical Doctor Services
Medically Prescribed Prescriptions
Museum Grade Artifacts
Notary Fees
Optometrist Services
Performing Artists (Music, Entertainment)
Pharmacist Services
Postage
Proctor Fees (test monitoring and evaluation)
Professional Accountancy Services
Professional Audit Services
Professional Engineering Services
Professional Interior Designer Fees
Professional Landscape Architect Fees
Professional Licensing Fees
Professional Physician Assistant Fees
Professional Trade Publications
Public Transportation Services
Purchases for Organized Activities
Purchases from agencies of Other States
Purchases from GSA Contracts
Purchases from other Institutions of Higher Education
Purchases from Texas Correctional Industries
Purchases from Texas Surplus Property
Purchases from TIBH  
Purchases less than the established bid limit  
Purchases of Evidence  
Radio Tower Space  
Recycling Expense  
Refund of fee or expense (not a purchase)  
Software  
Space Rental for one month or less  
State Fees, Texas Department of Licensing and Regulation  
Title Policy/Abstract Fees  
Training & Tuition costs for employees  
Travel of a non-state employee, agency, or other government entity doing business on behalf of the University  
Travel of State Employees  
Veterinarian Services  
Water Well Repairs  
Witness Fees  
Works of Art
SECTION III

The HUB Program

In accordance with the Texas Government Code, state agencies shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction, services, including professional and consulting services, and commodity contracts.

Historically Underutilized Businesses are classified as corporations, sole proprietorships, partnerships, or joint ventures in which at least 51% of the business is owned, operated, and actively controlled/managed by a minority or woman. To be identified as a HUB vendor in the State of Texas, a qualified vendor must be HUB Certified with the State.

HUB Program Mission: To encourage and effectively promote the utilization of Historically Underutilized Businesses (HUBs) by all State agencies, and to promote full and equal business opportunities for all businesses in state contracting in accordance with the goals specified in the State of Texas Disparity Study. The goals and categories are as follows:

- 11.2% for heavy construction other than building contracts;
- 21.1% for all building construction, including general contractors and operative builders contracts;
- 32.7% for all special trade construction contracts;
- 23.6% for professional services contracts;
- 24.6% for all other services contracts; and
- 21% for commodities contracts.

The Texas A&M University-San Antonio HUB Program

It is the goal of The Texas A&M University-San Antonio to involve qualified Historically Underutilized Businesses (HUBs) in the procurement of goods and services by creating an environment of inclusion in construction contracts, subcontracting opportunities, professional services, leases, rental and purchase of all supplies, materials, services, and equipment.

The Office of Procurement Services is responsible for assisting university administrative staff in fulfilling their obligations to comply with State laws, System policies, regulations, and initiatives governing the university HUB Program.

Taxpayer Verification, Vendor Debarment, and Federal Funding Requirements

Texas Comptroller’s Office policy in conjunction with state law requires state agencies and institutions of higher education to verify a vendor’s hold status for local voucher payments over $500 and for state and local card purchases over $500. In addition, we are required to verify a vendor’s status prior to signing a written contract that will be paid with local funds.

The policy does not require the verification for state voucher payments or prior to entering into contracts that will be paid only with state funds since the Comptroller’s Office has a mechanism to hold and apply state payments to the vendor’s liabilities.
To verify a vendor’s status, you may use the Comptroller’s Vendor Hold Search web page: [http://ecpa.cpa.state.tx.us/coa/Index.html](http://ecpa.cpa.state.tx.us/coa/Index.html). If you cannot find the vendor on the web page, please contact the procurement office for additional assistance in verifying vendor status.

**State Debarment**

State Agencies using State funds or grants must check to see that the solicited vendor is not debarred prior to the purchase of the goods and/or services.

To search the State Debarment web page:
2. View the vendor’s names.
3. If the vendor appears, then the agency cannot do business with that vendor. If the search does not find the vendor, print the page and attached it to the departmental documentation.

**Federal Funds**

For Texas A&M University-San Antonio departments who utilize and/or have access to federal funds, the Federal Government maintains an “Excluded Parties List System (EPLS). The purpose of EPLS is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving federal contracts or federally approved subcontracts and from certain types of federal financial and nonfinancial assistance and benefits. The EPLS is used to keep agencies abreast of administrative, as well as, statutory exclusions taken throughout the Federal Government. Actions may be taken under the Federal Acquisition Regulation (FAR) or supplements thereto, under specific agency regulations or under the Government-wide Non-procurement Suspension and Debarment Common Rule [68 FR 66533] or other specific statutory authority.


**Prompt Payment Requirements**

Under the Prompt Payment law currently in effect, invoice payments are due by the 30th calendar day after the last of the following has occurred:

- The day the Agency received the goods;
- The day the vendor completed performing its services for the Agency; or
- The day the Agency received the invoice for the goods or services.

The Comptroller’s office and the System Offices automatically compute and pay interest owed to vendors for late payments processed through FAMIS.

If Accounts Payable does not mail or electronically transmit a payment to a vendor or the vendor’s financial institution by the applicable due date, the Agency is liable to the vendor for interest, in compliance with the following provisions:
• Beginning on the day after the payment is due, interest* accrues on the unpaid balance rate. The interest ceases to accrue on the date the State Agency mails or electronically transmits the payment to the vendor or the vendor’s financial institution.

*Interest will automatically be included to the vendor for all payments. This applies to State and local accounts.

**Sole Source Justification**

The purchase of goods and service that are considered sole source must be accompanied by documentation. To determine the difference between sole source and proprietary apply the following definition:

1. If a purchase request describes a product via brand name, such as Sony or Apple, then the product is **not** sole source.
2. If a purchase request describes a product that is unique to one vendor, is a restricted purchase and does not permit an equivalent product to be supplied, then the product is sole source. The procurement office requires the requesting department to justify, in writing, the specifications or conditions. The written justification must include: the need for the product; reason(s) competing products are not satisfactory; and provide other information necessary for approval.

When a product is sole source, the following procedure is to be followed:

1. Complete a sole source justification
2. Submit the justification to the procurement office with the department requisition.
3. The procurement office will review justification and either approve or deny reasoning.
4. Once documentation is received and approved, a purchase order will be processed.

**Ethics**

All employees making purchases under delegated purchasing authority shall adhere to the Texas A&M University System Ethics Policy and the NAEP Code of Ethics endorsed by the System Offices.

**NAEP Code of Ethics**

• Give first consideration to the objectives and policies of my institution.
• Strive to obtain the maximum value for each dollar of expenditure.
• Decline personal gifts or gratuities.
• Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
• Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
• Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
• Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
• Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other authorized third party review, insofar as the established policies of my institution permit.
• Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
• Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
• Foster fair, ethical and legal trade practices.

**Conflict of Interest**

No member of Texas A&M University-San Antonio or any employee, employee family member or appointee of the Texas A&M San Antonio shall have any interest in, or in any manner be connected with, any contract or bid for furnishing supplies, materials, services, and equipment of any kind to any agency of the State of Texas. Neither shall any member or employee, employee family member or appointee, under penalty of dismissal, accept or receive from any person, firm, or corporation to whom any contract may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatever, nor shall any employee receive any promise, obligation, or contract for future reward or compensation from any such party.*

* Texas Government Code Title 10, Subtitle D, Chapter 2155.003