



INTEROFFICE MEMORANDUM

Memo to: Purchasing Department
Date:
From:
Subject: Discretionary Exemption for a Purchase From: _____

Formal competitive procurements are required for purchases over \$25,000. Purchases of any of the following are exempt from competition. Please check all applicable blocks below (more than one may apply) and provide an explanation on the following sheet.

The item/service purchased is:

- Advertising – Bill Boards, Newspaper, Classified, Inserts, Radio/TV, Trade Publications, HUB Publications.
- Affiliation Agreements – Institutional Memberships such as: National Food Safety Alliance, Federal Demonstration Partnership, etc.
- Automobile State Safety Inspection Fees (Only Certain Items are Exempt)
- Data Processing – TAMU CIS
- Demurrage / Gas Cylinder Use / Rental
- Direct Publications – Publications, Trade Periodicals, Magazines, Downloads of Data, Reports, Subscriptions From the Publisher Only (not from bookstores or another reseller)
- Educational / Training Services
- Employee Moving Expenses – State Employee Relocation use HR SAGO Agreement with Local Funds Only (Contract and Grant Accounts may not be used) – New Employee Must Use Unrestricted Money
- Exhibit Space, Displace Booth Rental
- Food Purchases – Provided Agency Policy and Certification Requirements are Met, Only Certain Foods
- Inter / Intra Agency Agreements (IAC) – Needs Contracts and Grants Processing of Original Agreement and Authorized Signature Prior to Creating FAMIS Document and any Payment
- Internal Repairs – Parts and labor Combined, or Just Labor. Cannot be Parts Only Using These Object Codes)
- Items for Resale – e.g., (Laboratory / Chemical Purchases are Not Exempt from HUB Requirements)
- Legal Services
- Lecturers
- Live Animals – Livestock and Poultry Only
- Periodicals, Magazine Subscriptions – Directly from the Source, not from Bookstores or Subscription Services
- Postage Services – Must Follow State Law, TAMUS Policy and Agency Rules – Ag Construction Engineer Only

- Professional Services w/Receipts – Must Follow State Law, TAMUS Policy and Agency Rules – Ag
Construction Engineer Only
- Postal Services – Stamps and Box Rental Only (Not Meter Rental)
- Reference Material – From Publisher Only
- Registration Fees
- Rental of Aircraft – University Planes
- Rental of Computer Equipment (Conference)
- Rental of Video Equipment (Conference)
- Rental of Land – Must Go Through Contracts and Grants
- Sub Awards – Contracts and Grants Only
- Travel – Encumbrance Only – Travel Must Follow State and Agency Guidelines
- Utilities
- Telecommunications
- Contracted Services – Must be Processed Through Contracts and Grants
- Contracted Services – Research Foundation
- Grants
- Other
- Participation Costs
- Sole Source (Provide Justification)

Discretionary Exemption Explanation:

Authorized Signature: [_____]