

Memo to: UH/Downtown/PS Holders

From: Max Castillo

Subject: Procurement Options - Outside Vendors

UH-Downtown/PS 05.C.02

Issue No. 2

Effective date: 10/15/01

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1. PURPOSE

This PS outlines all procurement options available to a University of Houston - Downtown (UHD) department for making purchases of commodities and services from outside vendors from all University funds. These options apply to purchases from outside vendors. Procurement of goods and services from University Departments is handled through Service Center Requisitions (SCRs), guidelines for which are covered in PS 05.A.13.

2. DEFINITIONS

2.1 Local (Non-State) Funds: Funds under the general authority of the university, i.e. non-state funds. For the purposes of this policy, all university funds are included except state funds (Although this category includes sponsored project funds, the restrictions of the particular funding agency supersede university guidelines for local funds, if applicable.).

2.2 State Funds: Funds appropriated by the legislature from the General Revenue Fund or other funds in the state Treasury. Higher Education Assistance Fund (HEAF) may also include proceeds from sale of bonds collateralized with HEAF funds.

2.3 State Contract: A contract awarded by the General Services Commission in order to establish a source of supply for items used in volume by a majority of the state agencies. Term contracts are awarded when the prices for goods are firm for the duration of the contract or when they are adjusted upward or downward under defined conditions. Contracts are based on estimated quantities needed over a period of time specified by the Commission (usually 12 months).

3. POLICY/PROCEDURES

3.1 University purchases are subject to all limits, policies and procedures set by the State of Texas General Services Commission and other state and federal laws and regulations.

3.2 Policies and procedures governing procurement at the University and expenditure of University funds may be found in the UHD PS Book Section 5.

3.3 Exhibit A to this policy outlines the procurement options, by fund type and dollar range.

4. REVIEW AND RESPONSIBILITY

Responsible Party (Reviewer): Purchasing Manager

Review: Biennial

President

Policy History

Issue #1: 11/01/99

<u>Local Funds</u>	<u>State Funds (HEAF)</u>	<u>UH-Downtown/PS Reference</u>
May use State Contract	Must use Purchase Requisition if State Contract is applicable. If not:	
\$.01 - \$ 99.99	\$.01 - \$99.99	
Petty Cash	Petty Cash (up to \$50.00)	UHD/PS 05.A.04
Purchase Voucher	Purchase Voucher	Refer to A/P Policy
Purchase Requisition	Purchase Requisition	UHD/PS 05.C.03
Emergency Purchase Order	Emergency Purchase Order	UHD/PS 05.C.05
\$100.00 - \$4,999.99	\$100.00 - \$4,999.99	
Purchase Voucher	Purchase Voucher	Refer to A/P Policy
Purchase Requisition	Purchase Requisition	UHD/PS 05.C.03
Emergency Purchase Order	Emergency Purchase Order	UHD/PS 05.C.05
\$5,000.00 - \$14,999.99	\$5,000.00 - \$14,999.99	
Purchasing must get three phone quotes, including two from HUBS, except for blanket purchase orders which can go to \$10,000 w/o bids	Must use State Contract if applicable. If not, Purchasing Dept. must get three phone quotes, including two from HUBS	UHD/PS 05.C.06
Purchase Voucher certain purchases	Purchase Voucher-certain purchases	Refer to A/P Policy
Purchase Requisition	Purchase Requisition	UHD/PS 05.C.03
Emergency Purchase Order	Emergency Purchase Order	UHD/PS 05.C.05
\$15,000 - \$24,999.99	\$15,000.00 - \$24,999.99	
May use State Contract if applicable. If not, Purchasing must get 3 written formal bids, including two from HUBS:	Must use State Contract if applicable. If not, Purchasing must get 3 written formal bids, including two from HUBS:	
Purchase Voucher-certain purchases	Purchase Voucher-certain purchases	Refer to A/P Policy
Purchase Requisition	Purchase Requisition	UHD/PS 05.C.03
Emergency Purchase Order	Emergency Purchase Order	UHD/PS 05.C.05
Over \$25,000.00	Over \$25,000.00	
Purchasing must get three formal bids if not on State Contract and advertise on the Texas Market Place	Must use State Contract if applicable. If not: Commodities & Services thru Purchasing Dept.: Purchasing must get 3 written formal bids and requisition must go to Austin: Bid is required to be advertised on the Texas Market Place.	

Purchase Voucher-
certain purchases
Purchase Requisition

Purchase Voucher-
certain purchases
Purchase Requisition

Refer to A/P Policy
UHD/PS 05.C.03