

# Procurement Changes at A&M San Antonio



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SAN ANTONIO

August 29, 2022

# Procurement changes September 2022



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- This is our solution to address vacancies.
- We will enter into contract with TAMU to provide procurement services to campus effective 9-1-2022
- Benefits
  - Experienced personnel are proficient in their roles and have resources of many experienced personnel to draw upon.
  - Business continuity – services regardless of vacant positions, coverage due to strength in size of organization.
  - Customer service levels highly regarded.
  - Knowledge on RFP, RFQ, RFI, state rules and system rules.
  - Knowledge of system wide contracts, cooperative agreements, DIR, ethics in procurement to find solutions quick.
  - This is a model that will show great improvement in our Procurement Services.

# TAMU - PROCUREMENT



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## Mission:

To strategically and ethically acquire quality goods and services at the best value for the University community through education, procurement expertise, and outstanding customer service.

## Vision:

To be recognized for our innovative approach to sourcing, development of strategic alliances and a progressive model of best practices.

# Processes not changing



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- AGGIE Buy/ Jaguar Buy software and access.
- Limits on procurements that do not require bids or quotes- \$10,000 or less.
- Requisition required for purchases of goods and services, even if a contract is needed.
- Contracts for goods and services will continue to be reviewed by Deborah Campos Leon ext.: 2030.
- P-card and Travel card will be administered by Lydia Hernandez ext.: 2067.
- Invoices continue to be processed in AP for payment.

# Processes changing, MORE TRAINING



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- Training for disbursement of funds will be required for anyone doing procurement functions.
- Training for procurement rules will be required for anyone doing procurement functions.
- Training for P-card will be required as an annual update by everyone with a card or if an approver.
- Training for Travel will be required for those assisting in travel arrangements or reconciling travel expenditure reports.

# Compliance focus for culture of excellence in services



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- Misuse of procurement rules for p-card or travel card will create communication and possible sanctions depending on frequency of occurrences after training and severity of transaction.
- Failure to timely reconcile p-card or travel card transactions by the 5<sup>th</sup> of each month will potentially lead to card suspension measures.
- Failure to issue a requisition for all procurement transactions including request for RFP, RFI, RFQ will create communication and possible sanctions. Invoices submitted that clearly are for goods or services and no record of a requisition or purchase order are a violation of compliance in procurement.
- The Campus focus is to train, support and reinforce adherence to guidelines, not to issue sanctions.

# Contacts for Services



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## TAMU Procurement Services

- Phone: [\(979\) 845-4570](tel:9798454570)
- Email: [purchasing@tamu.edu](mailto:purchasing@tamu.edu)
- Hours: Monday–Friday 8:00 a.m. – 12:00 p.m., 1:00 – 5:00 p.m.
- **University Holidays:** Sept. 5, 2022 Labor Day, Nov. 24-25, 2022 Thanksgiving, Dec. 26-30, 2022 Winter Break, Jan. 16, 2023 Martin Luther King, Jr. Day, March 17, 2023 Spring Break, May 29, 2023 Memorial Day, June 19, 2023 Juneteenth, July 4, 2023 Independence Day excepted, unless otherwise specified.

### Contact:

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Assistant Director

Procurement Services

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QUESTIONS ???????????????



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