

Purchasing Training

July 20, 2023

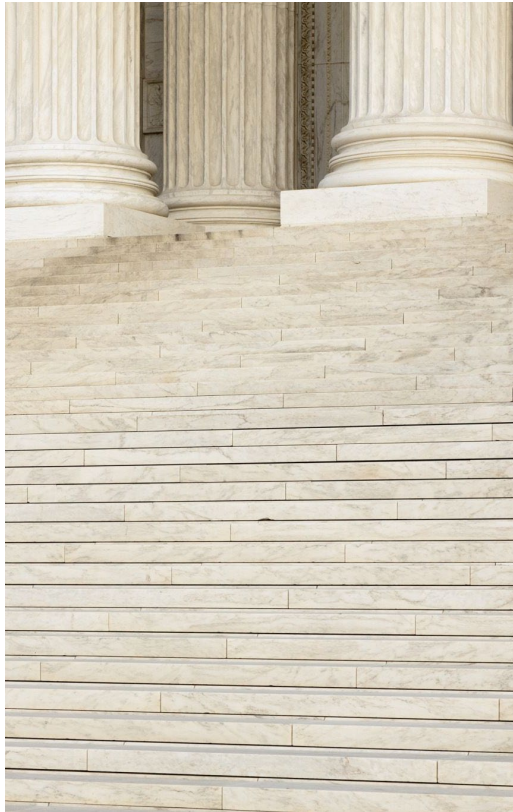
Delegated Purchasing Authority

- NEW! As of July 18, 2023, the University's Delegated Purchasing Authority allows departments to make purchases that are \$25,000 or less REGARDLESS of funding source.
- This amount is inclusive of all charges, including installation, insurance, freight, and/or postage.
- Departments are encouraged to obtain multiple quotes and seek out Historically Underutilized Business (HUB) vendors whenever possible.

Delegated Purchasing Authority

- ALL purchases made prior to July 18, 2023 must still follow the \$10,000 delegation limit. If you have made a purchase prior to July 18, 2023 and it exceeds your delegation of \$10,000 – the order will be considered non-compliant.
- Only purchases on or after July 18, 2023 will fall within the new delegation.

Delegated Purchasing Authority



Departments may not exceed the authorized delegated limit.

PURCHASES MAY NOT BE INTENTIONALLY divided to circumvent the authorized delegated limit or procurement process

Departmental purchasing authority may be revoked for intentional misuse.

Purchases Over \$25,000

- **Regardless of funding source:**

ALL purchases of goods and services in excess of \$25,000 must be processed through Procurement Services, unless specifically exempted by purchasing procedures.





Purchases Over \$25,000

- To ensure compliance, it is recommended that departments contact Procurement Services prior to ANY purchase in excess of \$25,000.....even if you think it is specifically exempted by purchasing procedures.



Exempt Purchases

Exempt Purchases

Regardless of cost, the goods and services listed on the following slides are exempt from competitive bidding requirements and may be purchased by departments. **To ensure compliance, it is recommended that departments contact Procurement Services prior to ANY purchase in excess of \$25,000.** All purchases must follow 25.07.01.M1, Contract Administration and/or 25.07.01.M1.01, President's Delegation of Authority for Contract Administration.

See Purchasing Procedures for complete description of exempt goods and services:

<https://purchasing.tamu.edu/purchasing/purchasing-procedures.html>

Exempt Purchases

- Classified Advertising
- Conference Expenses
- Employee Moving Expenses
- Lecturers/Guest Speakers
- Student Travel
- Library Materials
- Legislative Information Services
- Membership Fees/Dues
- Direct Publications
- Freight
- Purchases From State Agencies, System Members, Local Governments
- Registration Fees
- Purchases from Texas Department of Criminal Justice
- Purchases from WorkQuest
- Internal Repairs
- Purchases From Federal Agencies
- Purchases From Institutions of Higher Education
- Utilities
- Purchases Through AggieBuy Market Place
- Accrediting Organizations
- Sponsorships
- Visiting Scholars and Fellows
- Rental of Exhibit Space

Exempt Purchases

- Purchases through AggieBuy Market Place
- The \$25,000 delegation limit does not apply to the purchase of items utilizing punch-out catalogs through the AggieBuy Market Place. These are agreements that have been put in place by Procurement Services and all bidding requirements have been met.



Simple Advanced

Go to: Non-Catalog Item | Favorites | Forms | Shop | Trade-In | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals

Search for products, suppliers, forms, part number, etc.



Welcome to Texas A&M University's Purchasing and e-Commerce Website!

Get the latest NEWS about AggieBuy at AggieBuy.tamu.edu

Get the latest TRAINING information at AggieBuy.tamu.edu/Training.html

Office Supplies / Furniture / Books/Promotional

| | | | | | |
|-------------------------|------------------------------|---------------------------|---------|---------------------------------|--|
| Staples HUB Partner | Office Depot HUB Partner | Steelcase HUB Partner | HUB | Business Cards & Stationery | |
|-------------------------|------------------------------|---------------------------|---------|---------------------------------|--|

Computers / Technology

| | | | | | |
|----------------------|-------------------------------|-------------------------------------|-----------------------------------|----------------------------|-----------------------------|
| Dell HUB Partner | HUB - Downloadable Quotes | HUB Reseller Apple/ PC Products | HUB - Computers & Electronics | Audio Visual Equipment | Computers & Electronics |
| CDW HUB Partner | Computers & Electronics | | | | |

Scientific & Medical Supplies

| | | | | | |
|----------------|-----------------------------------|-------------------------|--------------------------------------|--|--|
| SUMMUS/VWR | Fisher Scientific HUB Partner | Medline HUB Partner | Athletic/ Medical/ Dental Supply | | |
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Questions???

