



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**Procurement Services  
& University Services  
Guide for  
Texas A&M University-San Antonio**

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## **Introduction**

Procurement Services serves all University departments for the procurement of goods and services. Currently, Texas A&M provides support to facilitate these services. While the majority of purchases are made through the Procurement, departments are allowed to purchase goods and services within their delegated authority through the use of a procurement card.

## **University Operations**

The mission of the University Operations Department is to provide outstanding services. For Procurement we will facilitate ethical standards, best practices, integrity, achieve economies of scale in the procurement and receiving of goods and services representing best value, quality service, timely delivery and a commitment to excellence while adhering to statutory requirements.

## **Purchasing Services Contact Information**

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## SECTION 1

### Definitions

AggieBuy: Also known as JaguarBuy is our new eProcurement system

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

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

Bid: An offer to a contract with the agency, submitted in response to an Invitation to Bid (IFB) issued by the Purchasing Department. Bidders submit their response in a sealed envelope on or before the due date and time.

Informal Bid: An unsealed, competitive bid submitted by letter, email, telephone or other means. This process is also known as a Request for Quote.

Bidder: An individual or entity that submits a bid in response to an Invitation to Bid (IFB). The term includes anyone acting on behalf of the individual or other entity that submits a bid, such as grants, 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.

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

Request for Proposal/Qualifications/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 Procurement Services to procure 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 (1) 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 P-Card, 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.

Best Value: Procurement process that looks at factors other than only price, such as quality and expertise, when selecting vendors or contractors.

## SECTION 2

### Purchasing Process

Procurement Services will solicit vendors through the competitive process in accordance with policies, procedures and statutory requirements. The department and Purchasing Department will work to acquire the necessary information and select a vendor based on the “best value” to the University.

If the item and/or service 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, or a signed Purchase Order is issued by the Purchasing Department. 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 through JaguarBuy

\$10,000 and below – “No-Bid or Request for Quote” (Spot Purchase). The University is authorized to make purchases in the price range of \$10,000 and below (including freight, postage, installation, and other extra charges) regardless of funding type without competitive bids/quotes. However, it is in the best interest of the University to obtain multiple bids/quotes when possible.

\$10,001 to \$24,999 – “Informal Bid/Request for Quote” – Expenditures within the stated dollar limit are known as the informal (telephone/fax/email) bid/quote process. Departments are required to send a completed purchase requisition to Procurement Services for processing. Request for Quote will be issued by Procurement Services to selected vendors. The standard vendor response time for this informal process is up to five (5) business days. After such time, Procurement Services will notify the requesting department of the lowest and best qualified quote and issue the purchase order. The Purchasing Department, 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/quotes on their own and submit the bids/quotes with the purchase requisition to the Purchasing Department. Procurement Services will validate the submitted bids/quotes for accuracy and compliance.

\$10,000 and above – Formal Invitation for Bid (IFB) / Request for Proposal (RFP) – Expenditures within the stated dollar limit require the solicitation of formal bids/proposals and posting on the Electronic State Business Daily (ESBD). Departments are required to send a completed purchase

requisition to Procurement Services for processing. Formal Invitation for Bid (IFB) will be advertised by Procurement Services and posted on ESBD. The standard solicitation and vendor response time for formal solicitations is fourteen (14) to thirty (30) business days. After such time, Procurement Services will notify the requesting department of the bid/proposal results. The Request for Proposal (RFP) process requires an Evaluation Committee with a minimum of three (3) members. Each Evaluation Committee Member will individually evaluate each submitted proposal in accordance with evaluation criteria referenced in the Request for Proposal solicitation document. Each evaluation criteria contains a weighted point structure. Procurement Services will obtain all scoresheets for tabulation in order to identify the highest ranked proposal for contract negotiations.

### **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:	1XXXXX Accounts
Designated Funds:	2XXXXX Accounts Auxiliary
Funds:	3XXXXX Accounts
Restricted Funds:	4XXXXX – 6XXXXX Accounts
Plant Funds:	8XXXXX Accounts Agency Funds:
	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 (TAMSUA) has established a procedure for delegation of authority for approvals of all purchases, leases or agreements valued at \$750,000 and below. 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 written 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 Purchasing Department, authorized purchase/travel card holders and others with express written authority. ([The President's Delegation of Authority for Contract Administration may be found on 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 Procurement Services issues a purchase order, even though the department has submitted a purchase requisition.

All ATFs, regardless of the dollar amount, present problems for the Purchasing Department, Accounts Payable, Vendors, and End-Users. In many cases, these transactions:

- Place the University at financial risk 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 Procurement Services prior to acquiring the goods or services. If the situation allows, informal bids will be conducted (Request for Quotes). Departments should submit a requisition to Procurement Services through AggieBuy aka JaguarBuy and include justification of the “emergency” with the following:

- 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/service could have been purchased through regular procurement procedures.

### **Writing Specifications**

1. State the product or service to be procured.
2. Describe in simple, concise, and clear language what is required or desired of the product or service.
3. Whenever possible, identify a commercially available non-brand specific, make or model number or 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 (2) 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 Request for Proposal (RFP) award for goods and services is 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 solicitation;
- The ability, capacity, and skill of the respondent to perform the contract or provide the service required;
- Whether the respondent 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 respondent, the quality of performance of previous contracts or services;
- Any previous or existing noncompliance by the respondent with specifications relating to time of submission of specified data such as samples, models, drawings, certificates, or other required information;
- The sufficiency of the financial resources and ability of the respondent to perform the contract or provide the services; and
- The ability of the respondent 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 solicitation that represents the best value to the University.
- **NO AWARD** – A no award is based on:
  - No responses to the solicitation request
  - No responses met the specifications of the solicitation
  - 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 highest ranked proposal if negotiations can't be reached with the highest ranked proposal, or 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.



## SECTION 3

### **Procurement Card Program**

#### **1. Overview**

The Procurement Card Program is 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 the procedures and the laws of the State of Texas.

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

**Note:** Both Procurement and Travel Card will be electronically maintained through the Concur Platform, which is located within Single-Sign-On. This platform is “paperless” and streamlined for a further user-friendly process of electronically submitting expense reports.

#### **Purchasing Card:**

The Procurement Card (P-Card) Program is a fast, flexible purchasing method for processing delegated orders from vendor 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 also 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 arrangements. The Travel Card can be used with any vendor that accepts MasterCard as a form of payment.

The following important points should be reviewed before using either procurement card:

- Cardholders will be issued a card in their own name through an application process. The cardholder is personally responsible for all transactions. All purchases made on the card must be made by the designated cardholder. The cardholder is responsible for the security of the card and each transaction.

- The cardholder can use the card with any vendor that accepts MasterCard and is not on the restricted vendor list. The card may be used for in-store purchases, online, mail, telephone or fax orders.
- Cardholder may use the card to purchase goods or services within the delegated limit.
- Concur electronic reconciliation of the monthly card statement to ensure all charges are accurate is required. Concur electronic reconciliation needs to be completed and submitted in order to ensure card program payments are conducted.
- Failure to follow the Procurement Card Program policies, procedures and guidelines may result in temporary card suspension or permanent cancellation.

## 2. **Duties and Responsibilities:**

### a. 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 Card Program. All requests for cards must go through the Program Administrator.

### b. Program Coordinator:

The Program Coordinator is responsible for 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.

### c. 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.

### d. 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 electronic reconciliation.

### **3. Information Technology Equipment, Software & Related Items**

All information-technology (“IT”) purchases must be approved by the TAMUSA Information Technology Services Department (“ITS”) prior to the issuance of a purchase order. See IT website for [IT-S Form](#) to grant approval. Departments shall not purchase IT hardware, software, services, and related items as listed below. For IT purchases, the requesting department must complete an electronic requisition for processing by the Purchasing Department. The requisition will electronically be routed to ITS for review and approval. Upon approval, the requisition will then be electronically be forwarded to Procurement Services for processing.

IT purchases include, but are not limited to:

- Hardware
  - Computers: desktops, laptops, tablets, servers
  - Network devices: hubs, routers, wireless access points
  - Peripherals: printers, webcams, keyboard, mice, docking stations
  - Security devices: finger print readers, voice recognition, optical readers, etc.
  - Backup devices and external hard drives
- Software
  - Desktop software like Matlab or Acrobat
  - Software as a Service or “SaaS” (i.e. cloud-based software like Confluence, Dropbox, Syncplicity)
- IT Consulting and Programming Services

Coordinating your needs with ITS helps ensure the goods or services will be compatible with the current computer environment.

To expedite the purchase of IT goods or services, departments should utilize the following procedures:

- a. Contact ITS in advance at [helpdesk@tamusa.edu](mailto:helpdesk@tamusa.edu) regarding specific need and compatibility with current hardware and operating systems;
- b. Obtain specifications for the IT goods and services needed.
- c. For all purchases of IT software or SaaS, the requester should first fill out [IT-1S form](#).
- d. Send a purchase requisition and all supporting documentation to Procurement Services for processing.

### **4. Contract Agreements, Contracted Services & Consulting**

According to the University’s Delegation of Authority, only limited staff members are authorized to sign contracts for the University. Therefore, contracts for goods or services need to begin with requisition creation. If the vendor requires a contract, start the process by routing information to University Contract Administration. Procurement Services will review the contract for compliance to State Statutes and University rules/procedures. If

issues are found and as necessary, Contract Department will contact the System Office of General Council and/or the vendor to rectify any issues with the contract.

## **5. Exempt Purchases**

Procurement Services has determined that the following goods/services are exempt from the standard procurement process and may be purchased by departments regardless of dollar amount:

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: Employees relocating only with institutional funds.

Lectures/Guest Speakers/Entertainers: Fees for speakers/lectures/entertainers hired on a one-time basis. (does not include fees for speakers/lecturers on a continuous basis) Note that a contract should be created for these services.

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 Contract Office).

Registration Fees and Associated Books and Materials.

Rental of Exhibit Space (booths for display purposes) , will likely require a contract

Utilities

Royalties for Licenses/Patents managed by the Office of Research office

Aircraft Fuel for A&M System Aircraft

Computer and Software Maintenance: Agency owned, licensed, rented or leased. Needs IT approval.

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

Copyright Material: Purchased directly from the Publisher. (including Software)

Services provided by other State of Texas Agencies. TAMUS components or by other local governments (inner agency and inter local agreements must be reviewed by the Contract Office.

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 & Classifieds, Inserts, Radio/Television

Agricultural Commodities (Feeds / Grains / Meal)

Airline Tickets

Ambulance Services

Appraisal Fees

Architectural Services

Aircraft Hangar Space

Arbitrating & Mediation 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 & Coping  
Employee Insurance Payments  
Employee Moving Expenses (Reimbursements)  
Employee Travel  
Financial Institution Service Fees  
Freight  
Grant Payments  
Group Purchasing Programs (Co-Op)  
Guest Speakers & Lecturers  
Interpreters for the Deaf  
Investment Brokerage Fees  
Items Purchased for Resale  
Land  
Landfill Services  
Lecturers in Higher Education  
Legal Fees  
Library Information Services & Publications  
Licensed Peace of 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  
Procter Fees (Test Monitoring & 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  
Purchase 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 (1) Month or Less  
State Fees, Texas Department of Licensing & 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 4**

##### **Historically Underutilized Business (HUB) Program**

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

HUBs are classified as corporations, sole proprietorships, partnerships, or joint ventures in which at least fifty-one percent (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% Heavy construction other than building contracts;
- 21.1% All building construction, including general contractors and operative builder's contracts;
- 32.9% All special trade construction contracts;

- 23.7% Professional services contracts;
- 26% All other services contracts; and
- 21.1% Commodities contracts.

### **Texas A&M University-San Antonio HUB Program**

It is the goal of 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.

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>

If you cannot find the vendor on the web page, please contact Procurement Services 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:

- a. Access the government web page:

[http://www.window.state.tx.us/procurement/prog/vendor\\_performance/debarred/](http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/)



- b. View the vendor's names
- c. 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 attach it to the departmental documentation.

## SECTION 5

### **Federal Funds**

For Texas A&M University-San Antonio departments who utilize and/or have access to federal funds, the Federal Government maintains a "System of Award Management." The purpose of System of Award Management (SAM) is to provide a single comprehensive list of individuals and firms excluded by Federal Government Agencies from receiving contracts or federally approved subcontracts and from certain types of federal financial and nonfinancial assistance and benefits. The SAM 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.

To verify a vendor's status, you may use the Federal Government's System of Award Management's web link:

[www.sam.gov](http://www.sam.gov)

### **Prompt Payment Requirements**

Under the Prompt Payment Law currently in effect, invoice payments are due by the 30<sup>th</sup> 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 the 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 services submitted as a sole source must be contain supporting documentation. Apply the following when determining the difference between sole source and proprietary:

- a. If a purchase request describes a product via brand name, such as Sony or Apple, then the product is not sole source.
- b. 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 a sole source. Procurement Services 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 a sole source, the following procedures are to be followed:

- Complete a [sole source justification](#).
- Submit the justification to Procurement Services with the online requisition.
- Procurement Services will review the justification and either approve or deny reasoning.
- Once documentation is received and approved, a purchase order will be processed.

## **SECTION 6**

### **Ethics**

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

#### NAEP Code of Ethics

- Give first consideration to the objective 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, and 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.

## **SECTION 7**

### **Conflict of Interest**

Texas Government Code Title 10, Subtitle D, Chapter 2155.003: “No member of Texas A&M University-San Antonio or any employee, employee family member or appointee of the Texas A&M University-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 whatsoever, nor shall any employee receive any promise, obligation, or contract for future reward or compensation from any such party.”

## **SECTION 8**

### **Mailroom Services**

Mail & Receiving is located in the Central Academic Building (CAB) – Room 116. The hours of operation are: Monday through Friday: 8:00AM to 5:00PM

### **Outgoing Mail/Package Procedure**

Outgoing first class mail and overnight packages must be received in the mailroom no later than 2:30PM daily in order to be processed the same day. If you have a mailing that must go out immediately, please do not wait until 2:30PM to get it to the Mailroom.

### **Interoffice Mail**

Interoffice mail delivery services is provided through mail box services at mail room. Interoffice mail must be placed in a brown reusable envelope provided for that purpose. The correct interoffice address contains the name and department of the recipient followed by the name and

department of the sender. Excess interoffice envelopes should be returned to the mailroom. Requests for interoffice envelopes may be sent to the mailroom. To ensure that postage is not wasted on internal mail, the use of white envelopes for internal mail (with or without the University insignia and return address) is prohibited. Plain white envelopes may be used to provide extra security for confidential documents, but these must be placed inside the interoffice mailing envelopes.

### **Package Delivery**

All UPS, FedEx, and other carrier packages received inbound, will be delivered to their respective departments and personnel between the hours of 9:00AM and 10:30AM the next morning after arrival. An email will be sent out notifying departments of the arrival of overnight and next day air parcels to be picked up.

### **Central Receiving**

Central Receiving is responsible for receiving and tagging all assets of goods procured through Purchase Orders from JaguarBuy and FAMIS. All services procured through JaguarBuy will be the responsibility of the departments. Items received that have been purchased through Pro-Card or Non-Purchase orders are the sole responsibility of the individual department(s) to follow up with the shipper, to resolve any issues. All packages will be delivered twice a day between the hours of 9 a.m. and 11 a.m. and 1 p.m. and 3 p.m., Monday through Friday. If items arrive after this time, they will be delivered the following business day. Departments will be notified of package arrival and can pick them up at the Mail and Receiving Department.

## **SECTION 9**

### **University Services**

University Services oversees all requirements involving revenue generating funds. Sales of Student Dining Dollar Program is monitored and tracked for compliance. Additionally, University Services monitors the Cafeteria Contract (Chartwells), Bookstore, and Vending services for generated revenue, as well as space rental on campus.

## **SECTION 10**

### **Parking & Transportation**

Pursuant to the authority granted by S.B. 162 of the 60th Legislature, now incorporated into the Texas Higher Education Code, Subchapter "E", paragraph 51.201-51.211, Texas A & M University-San Antonio, a member of the Texas A & M University System, these Parking and Traffic Regulations and Procedures are promulgated to regulate and control parking permits, and to provide for jurisdiction over offenses. These regulations and procedures apply to any person who walks drives or parks a vehicle on University property. These rules and regulations are supplementary to applicable ordinances of the City of San Antonio and statues of the State of Texas that govern pedestrians and the use of motor vehicles and bicycles.

**Location:** Central Administration Building / Room: 116

**Hours of Operation:** Monday through Friday: 8:00AM to 5:00PM

**ENFORCEMENT**

**Parking and Traffic Citations**

**Issuance:** Any person violating these regulations may receive a citation(s).