

GENERAL RESPONSIBILITIES OF THE DIRECTOR OF PURCHASING

A. Purpose

It is the purpose of this policy to delineate the responsibilities of the Purchasing Director.

B. General Purchasing Guidelines

1. Prior to placing an order, the Purchasing Director shall verify sufficiency of departmental funds and conformance to applicable laws and regulations.
2. All purchases shall be made through the General Services Commission with the exception of:
 - a. Emergency purchases for Educational and General Departments;
 - b. Purchases for Resale;
 - c. Purchases for Grants and Contracts;
 - d. Purchases for Auxiliary, Enterprises and Activities if such action appears to be in the best interests of the University; and
 - e. Purchases for the following materials and services acquired for the University Library:
 - 1) serial and journal subscriptions
 - 2) rare library materials, including books, papers, and
 - 3) other library materials, including books, papers, and copyrighted materials, and library services that are available from only one supplier or only from a person holding exclusive distribution rights to the materials or services (Article 601b, V.T.C.S., Section 3.01 (a)).

**(GENERAL RESPONSIBILITIES OF THE DIRECTOR OF PURCHASING
CONT'D.)**

3. For all purchases NOT made through the General Services Commission competitive bids will be secured by the Purchasing Director. Specifications shall be written so as to encourage truly competitive procurements while still satisfying the needs of the University. Closed or noncompetitive specifications shall not be used except in unusual instances clearly justified as being essential to efficient operating performance. Requisitions must be accompanied by a written justification for the use of the proprietary specifications and/or conditions of purchase. The justification shall contain:
 - a. An explanation of the need for the proprietary specifications and/or conditions or purchase.
 - b. The reason competing products (vendors) are not satisfactory.
 - c. Other information determined by the Purchasing Director as pertinent to the transaction.
4. It is the responsibility of the Purchasing Director to develop to the greatest practical extent a program for standardization of items in common use within the University, and thus to assure the most economical price, the most economical handling and distribution and the most efficient procurement procedures.
5. The University of Texas at Brownsville and Texas Southmost College is a state agency and as such exempt from most federal and State Of Texas taxes. It is the responsibility of the Purchasing Director to provide vendors with tax exemption certificates or other evidence of tax exemption for purchases made through the Purchasing Department.

C. Review

This policy/procedure is reviewed annually by the Vice President for Business Affairs.