

CENTRALIZED PURCHASING POLICY

A. Purpose

It is the purpose of this and other purchasing policies and procedures to provide for a uniform and systematic method of purchasing the goods and services required by the University, to define the responsibilities and authority of the Purchasing Director, and to advise of the purchasing requirements and limitations imposed by state law.

B. General Policy

1. Authority to obligate institutional funds for purchases of supplies, materials, services, and equipment is granted solely to the Purchasing Director, unless otherwise specifically approved by the President, the U.T. Executive Vice Chancellor for Academic Affairs and the U.T. System Chancellor or by the U.T. System Board of Regents.
2. Exceptions:
 - a. Contracts of employment; (see personnel section)
 - b. Reimbursement for travel expenses; (see travel section)
 - c. Procurement of materials for resale by the university Central Store.
3. For obligations undertaken in any other manner or by any other person, The University of Texas at Brownsville and Texas Southmost College will assume no liability.
4. This policy applies to all budgets administered by the university regardless of source of funds.

C. Review

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