



February 29, 2016

TO: Texas A&M AgriLife Buy A&M Users

SUBJECT: BAM Routing Changes effective March 1st – Important Notice

Please distribute to appropriate staff

In January, the Transition and Services Operations Committee (TSOC) recommended and approved moving accounts payable (non-project compliance) back to the member. Along with this recommendation were changes to how SRS will review expenditures for project compliance through Buy A&M. A summary of these recommendations are as follows:

- Streamline the purchasing process by removing the need for the PI and PA to approve the requisition, except on Open Market Requisitions. Open Market will route to the PA before the departmental approver.
- SRS Project Administrator will only need to review high risk expenditures for project compliance; the low risk expenditures will bypass SRS review.

To implement these recommendations, the following changes will be made in Buy A&M (BAM):

- Effective March 1st, the SRS related approval path will be removed.
- Establishment of an Open Market requisition approval path for SRS accounts, allowing SRS approval on larger purchases prior to purchasing.
- Establish workflow paths through Accounts Payable that will allow for routing to SRS for High Risk Object Codes when entering an invoice for payment.(See attached list).

The changes listed above will improve the routing and processing time on the requisition side of a purchase.

The routing paths are being updated overnight, and will be in effect on March 1st. You will be notified when these are completed and you can begin entering requisitions into BAM tomorrow.

Questions/Contacts:

For BAM questions related to security / access / routing: AgHelp@ag.tamu.edu or Mary Castoria, mcastoria@tamu.edu.

For BAM questions related to requisitions: AgPurchasing@ag.tamu.edu or Chris Chamberlain, cchamberlain@tamu.edu.

For BAM questions related to invoices: APIInvoices@ag.tamu.edu or Kim Payne, kpayne@ag.tamu.edu.