



March 4, 2016

TO: Texas A&M AgriLife Unit Heads and Business Administrators

SUBJECT: Optional Payment Processing Flexibility for Texas A&M AgriLife Research and Texas A&M AgriLife Extension Units

*Please distribute appropriately.*

As we continue to transition to the Buy A&M Procurement System, we are aggressively working with System partners on process improvements, particularly in regards to processing time. We appreciate feedback from our customers.

In efforts to help balance process improvements and give some flexibility to units to leverage available staff resources, units may consider processing documents directly in FAMIS via a Limited or Exempt document, if all the criteria below are met:

- Document would have been processed as a Request for Payment Authorization (RPA) in Buy A&M
- Payment does not impact an SRS account
- Payment does not impact a College of Agriculture account or any other system member aside from Research or Extension.
- Any joint purchases between Research and Extension are coordinated with both.
- Purchasing guidelines are met.

An additional resource that could be used is payment cards. Although payment cards are specific to each agency, this tool could assist with some grant sponsored activities. Charges to payment cards are also subject to adherence to all purchasing guidelines.

We see these options as short-term solutions to keep business moving and are completely optional. Our fiscal office will still be processing RPA's in Buy A&M for units that may not elect to use FAMIS.

As we move forward, we will continue to monitor the improvements to the Buy A&M system, communicate upgrades to the users, and work with our colleagues to complete the Buy A&M transition. Please contact Donna Alexander or Debra Cummings, Agency Chief Financial Officers, if you have questions.

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