

*Exempt Purchases*

**Exempt Purchases**

Due to the nature of the purchase, certain goods and services cannot be competitively bid. Below is a list of goods and services the Texas A&M AgriLife Purchasing Department will exempt from competitive bid process and the type of FAMIS document required for processing. If an object codes is included in the FAMIS Exempt Table (screen 306), it will be in the table below. However, FAMIS can only exempt an entire object code, not particular items within an object code. So for some of these purchases/payments, an L-Doc or R-Doc will be required, based on dollar amount, for payment purposes only.

| <i>Low Obj</i> | <i>High Obj</i> |         | <i>Description</i>   |
|----------------|-----------------|---------|--|
| 5641           | 5641            | E       | ADVERTISING – bill boards, newspaper, classified, inserts, Radio/TV, trade publications, HUB publications  |
| 5211           | 5213            | E       | AFFILIATION AGREEMENTS – Institutional memberships such as: National Food Safety Alliance, Federal Demonstration Partnership, etc.   |
| 5230           | 5230            | E       | AUTOMOBILE STATE SAFETY INSPECTION FEES (Only CERTAIN ITEMS ARE EXEMPT)  |
| 5645           | 5645            | E       | DATA PROCESSING – TAMU CIS   |
| 5233           | 5233            | E       | DEMURRAGE/Gas Cylinder use/rental  |
| 5617           | 5617            | E       | DIRECT PUBLICATIONS – Publications, trade periodicals, magazines, downloads of data, reports, subscriptions from the publisher only (not from bookstores or another reseller)              |
| 5410           | 5410            | E       | EDUCATIONAL/TRAINING SERVICES  |
| 1925           | 1925            | E       | EMPLOYEE MOVING EXPENSES – State employee relocation use HR SAGO Agreement with Local Funds only (Contract and Grant accounts may not be used.) – New employee must use unrestricted money |
| 5870           | 5870            | E       | EXHIBIT SPACE, DISPLACE BOOTH RENTAL   |
| 4050           | 4050            | E       | FOOD PURCHASES – Provided agency policy and certification requirements are met, only certain foods   |
| 5470           | 5471            | E, L, R | INTER/INTRA AGENCY AGREEMENTS (IAC) – Needs Contracts and Grants processing of original agreement and authorized signature prior to creating FAMIS document and any payment                |
| 5510           | 5545            | E       | INTERNAL REPAIRS – Parts and labor combined, or just labor. Cannot be parts only using these object codes  |
| 6901           | 6902            | E       | ITEMS FOR RESALE – e.g., seed (Laboratory/chemical purchases are NOT EXEMPT FROM HUB REQUIREMENTS)   |
| 5420           | 5421            | E       | LEGAL SERVICES   |
| 5434           | 5435            | E       | LECTURERS  |
| 5767           | 5767            | E       | LIVE ANIMALS – Livestock and poultry only  |
| 4025           | 4025            | E       | PERIODICALS, MAGAZINES SUBSCRIPTIONS – directly from the source, not from bookstores or subscription services  |

|      |      |   |   |
|------|------|---|---|
| 5682 | 5682 | E | POSTAGE – TAMUS SERVICES  |
| 5453 | 5453 | E | PROFESSIONAL SERVICES – Must follow state law, TAMUS policy and agency rules – Ag Construction Engineer ONLY            |
| 5460 | 5460 | E | PROFESSIONAL SERVICES W/RECEIPTS – Must follow state law, TAMUS policy and agency rules – Ag Construction Engineer ONLY |
| 5655 | 5655 | E | POSTAL SERVICES – Stamps and box rental only (not meter rental)   |
| 5765 | 5765 | E | REFERENCE MATERIAL – From publisher only  |
| 5215 | 5215 | E | REGISTRATION FEES   |
| 5847 | 5847 | E | RENTAL OF AIRCRAFT – UNIVERSITY PLANES  |
| 5820 | 5820 | E | RENTAL OF COMPUTER EQUIPMENT (CONFERENCE)   |
| 5823 | 5823 | E | RENTAL OF VIDEO EQUIPMENT (CONFERENCE)  |
| 5855 | 5855 | E | RENTAL OF LAND – MUST GO THROUGH CONTRACTS AND GRANTS   |
| 6435 | 6450 | E | SUB AWARDS – CONTRACTS AND GRANTS ONLY  |
| 3010 | 3310 | E | TRAVEL – Encumbrance only – Travel must follow state and agency guidelines  |
| 5010 | 5035 | E | UTILITIES   |
| 5110 | 5156 | E | TELECOMMUNICATIONS  |
| 5630 | 5630 | E | COMMUNICATION SERVICES  |
| 5661 | 5661 | E | CONTRACTED SERVICES – Must be processed through Contracts and Grants  |
| 5666 | 5666 | E | CONTRACTED SERVICES – RESEARCH FOUNDATION   |
| 6010 | 6025 | E | GRANTS  |
| 6215 | 6320 | E | OTHER   |
| 6366 | 6374 | E | PARTICIPATION COSTS   |

**Council on Competitive Government Contracts**

- (L-Doc or R-Doc)

**Exam Fees**

- (L-Doc or R-Doc)

**Feed – Corn, soybeans, grains, etc.**

- (L-Doc or R-Doc)

**Freight – Shipping fees, i.e. trucking costs, outgoing express mail using UPS/Airborne is not included**

- (L-Doc or R-Doc)

**Goods and services provided another State Agency or Institution of Higher Education**

- (L-Doc or R-Doc)
- Object Code-specific to goods or services purchased

**Goods and Services provided by the TIBH <http://www.tibh.org/>**

- (L-Doc or R-Doc)

**Goods and Services rendered by local and county governments – City of Bryan, City of College Station, Brazos County, etc.**

- (L-Doc or R-Doc)

**Government Services:**

- Newswire services
  - (L-Doc or R-Doc)
- Database access services
  - (L-Doc or R-Doc)
- Purchases from USDA, NASA, and other federal, state, local, political subdivisions (i.e. any government agencies)
  - (L-Doc or R-Doc)
- Storage fees paid by for those commodities warehoused in federal storage facilities (contracted or owned by government)
  - (L-Doc or R-Doc)

**Hay**

- (L-Doc or R-Doc)

**Intra-system purchases of Goods and Services, i.e. TAMU Graphic Services, Food Services, and Physical Plan**

- (L-Doc or R-Doc)
- depends on object code used for purchase

**Internal repair of machinery and equipment, i.e. irrigation system repair, HV/AC repairs, water well repairs, etc.**

- Must include parts and labor or labor only

**Interpreters for the Deaf – Readers for the Blind: Language Interpreter**

- (L-Doc or R-Doc)

**Library Materials and Services, university or institutions of higher learning (including Amigos Library Services)**

- (L-Doc or R-Doc)

**Membership fees and dues in professional organizations – approval by Vice Chancellor of Agriculture is required**

- (L-Doc or R-Doc)

**Organized activities: relating to instructional departments of institutions of higher learning and similar activities of other state agencies**

- (L-Doc or R-Doc)

**Rental of Storage Space – short term – temporary – not office space used for storage**

- (L-Doc or R-Doc)

**Seed:**

- Purchase of Foundation Seed – posting of opportunity on Foundations Seed Web site is required
- Cost of grow out of breeding materials – growing of seeds and associated costs, including land rental for each growing season (L-Doc or R-Doc)

**Services of an employee of another state agency**

- (L-Doc or R-Doc)

**State Fees or charges – Texas Department of Licensing and Regulation, Texas Building and Procurement Commission, etc.**

- (L-Doc or R-Doc)

***The following items are normally handled by the Contracts and Grants Office -----***

- ***Collaboration Agreements*** – an agreement between an outside entity and AgriLife stating that each will provide certain services, but no dollars will be exchanged. Should be for services within the normal mission of the agencies. Requires administrative approval because the agreement is committing agency resources.
- ***Interagency Agreements (IAC)*** – used with another state agency for providing or receiving research or extension work.
- ***Intra-system Agreements*** – used with another system part when providing or receiving research or extension work.
- ***Sponsored Research Agreements***