

# AgriLife Classification Description

Last Updated: 4/17/02

0244  
DEPARTMENTAL PURCHASING SPECIALIST  
11/01/01

## SUMMARY

**General Description:** Performs centralized purchasing of equipment, supplies, and materials for a department or unit.

## DUTIES

**Typical:** Performs centralized departmental level purchasing in accordance with University and State rules, regulations and guidelines; places orders up to \$5,000 with vendors and processes call-in orders; writes specifications and enters requisitions onto the University's online purchasing system; monitors bids and purchase orders and communicates with vendors on the status of orders, discrepancies, and problems; communicates purchasing policies to faculty, staff, and vendors; serves as a liaison to Purchasing Services and vendors; verifies account balances and authorizes limited purchases; may process billings such as accounts receivable, interdepartmental transfers, and invoicing; may process and deposit cash, checks and other receipts; performs related duties as required.

## SUPERVISION

**Received:** General instruction and periodic review from administrative supervisor.  
**Given:** Detailed instruction and frequent review of Student Workers or other clerical staff.

## EDUCATION

**Required:** High school graduation or any equivalent combination of training and experience.  
**Preferred:** None.

## EXPERIENCE

**Required:** Three years of experience in related purchasing activities.  
**Preferred:** Purchasing related experience within the Texas A&M University System.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Ability to use calculators and personal computers.