

Texas A&M AgriLife Extension Service Procedures

25.07.03.X0.01 | Acquisition of Goods and/or Services

Approved: May 21, 2010

Revised: December 6, 2013

Next Scheduled Review: December 6, 2018



PROCEDURE STATEMENT

This procedure establishes the purchasing authority for Texas A&M AgriLife Extension Service (AgriLife Extension) purchasing and departmental/unit purchases as processed by purchasing staff and the department/unit personnel. It allows the purchasing department personnel and AgriLife Extension units to procure goods and/or services according to sound business practices and best value, and to comply with applicable state of Texas statutes relating to the Historically Underutilized Business (HUB) Program and purchasing from persons with disabilities.

REASON FOR PROCEDURE

This procedure is required to ensure all AgriLife Extension procurement transactions are processed according to the Texas A&M University System (System) Regulations, and applicable State and Federal laws.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

The responsibility for administering purchasing procedures for AgriLife Extension in accordance with System Regulations and State and Federal laws lies with the primary procurement officer (PPO) for AgriLife Procurement. The PPO shall establish Procurement's Standard Operating Procedures (SOPs) and Unit guidelines. AgriLife Procurement personnel will follow the internal office SOPs, which provide for the agency's procurement strategies, responsibilities, processes, and best practices. The AgriLife Procurement guidelines set forth the specific department/unit procedures and processes for procurement of goods and services. Department/Unit guidelines may be found on the [AgriLife Administrative Services Web site](#).

The PPO has the authority to delegate specific procurement authority to individuals(s) or departments for the acquisition of goods and/or services, and shall establish a maximum dollar limit for those individual(s) or departments to acquire goods and/or services. The PPO may withdraw delegated procurement authority in whole or in part.

The PPO will establish and maintain a list of the types of goods and services that are exempt from the established SOPs. The list may be found on the [AgriLife Administrative Services Web site](#).

2.0 DELEGATION AND DOLLAR THRESHOLDS

2.1 Dollar thresholds and delegation of authority to department/unit and department/unit staff as determined by the PPO are as follows:

- Department/Unit Purchases \$10,000 and less—no bids required
- Construction/renovations projects as processed by Construction Engineering \$10,000 and less—no bids required
- Other delegations as requested and approved by PPO.

2.2 Delegated purchasing authority and dollar thresholds as stated above do not apply for the following:

- Contracts for external consultants and professional services;
- Construction projects on property owned by Texas A&M University ;
- Acquisition, lease, sale, transfer, disposal or any other transaction involving interest in real property;
- Purchase of insurance;
- Lease purchase or installment purchases;
- Revenue-producing contracts; or
- Employment contracts.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[Texas Education Code §51.9335](#)—*Acquisition of Goods and Services*

[Texas Government Code Chapter 2161](#)—*Historically Underutilized Businesses*

[Texas Human Resources Code §122.003](#)—*Texas Council on Purchasing from People with Disabilities*

[System Policy 07.01](#), *Ethics*

[System Policy 25.06](#), *Participation by Historically Underutilized Business*

[System Policy 25.07](#), *Contract Administration*

[System Regulation 25.07.03](#), *Acquisition of Goods and/or Services*

[System Regulation 25.99.03](#), *Contracting for External Consultants and Professional Services*

[System Regulation 41.01.01](#), *Real Property*

[System Policy 51.04](#), *Delegations of Authority on Construction Projects*

[AgriLife Extension Procedure 25.07.01.X0.01](#), *Delegation of Authority and Contract Administration*

[AgriLife Extension Procedure 25.06.01.X0.01](#), *Contracts with Historically Underutilized Businesses*

DEFINITIONS

See System Regulation 25.07.03, *Acquisition of Goods and/or Services* for procurement definitions.

CONTACT OFFICE

For questions, contact AgriLife Procurement at 979-845-4513.