

**ADMINISTRATIVE SERVICES - PURCHASING**

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<https://agrillifeas.tamu.edu/fiscal/purchasing/>



**Date:** May 20, 2022

**To:** Texas A&M AgriLife Research, Texas A&M AgriLife Extension, Texas A&M Veterinary Medical Diagnostic Laboratory

**From:** Chris Chamberlain  
Director of Purchasing & HUB

**Subject:** Fiscal Year-End Purchasing Deadline – June 24, 2022

Current fiscal year-end and the beginning of FY 2023 are rapidly approaching. The Agencies will generate a large volume of purchase requisitions throughout the summer to either finalize FY 2022 spending or begin FY 2023 purchases. Many of the FY 2023 purchases will require delivery and/or start dates on or about September 1, 2022. To help ensure that you receive required goods and services when you need them, please note the following:

1. AggieBuy requisitions exceeding \$10,000.00 utilizing FY 2022 funds, or FY 2023 funds with delivery and/or start dates on or about September 1, 2022, should be submitted to the AgriLife Purchasing Office by June 24, 2022. Requisitions received on or before this deadline will have priority over requisitions received after the deadline. If a September 1, 2022, delivery is desired on FY 2023 funded purchases, please clearly indicate the need on the requisition, select the appropriate FY 2023 accounting, and every effort will be made to accommodate the request.
2. Units are delegated purchasing authority for allowable goods and services up to \$10,000.00. There are numerous A&M System-Wide Contracts, State Contracts, and Cooperative Contracts available for use to expedite the procurement of goods and services. In addition, there are AggieBuy punch-out catalogs available for use. Please contact the Purchasing Office if you need assistance with these contracts or punch-out catalogs.
3. Per State of Texas and Agency policy, the Agencies are encouraged to use Historically Underutilized Businesses (HUBs) both directly and indirectly in our purchases. The Agencies shall make a good faith effort to meet or exceed the goals set by the State and Agencies. To assist in meeting these goals, units are encouraged to utilize HUBs for purchases under \$10,000, including those purchases made with an Agency payment card. For assistance in locating HUB vendors, please contact our HUB Coordinator, Jaime Vykukal (979-458-5988, [Jaime.Vykukal@ag.tamu.edu](mailto:Jaime.Vykukal@ag.tamu.edu)).

If you would like additional information concerning our purchasing procedures, please contact:

AgriLife Purchasing Office  
979-847-5801  
[agpurchasing@ag.tamu.edu](mailto:agpurchasing@ag.tamu.edu)