

Administrative Services

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Date: June 4, 2021

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 - July 2, 2021

Current fiscal year-end and the beginning of FY 2022 are rapidly approaching. The Agencies will generate a large volume of purchase requisitions throughout the summer to either finalize FY 2021 spending or begin FY 2022 purchases. Many of the FY 2022 purchases will require delivery and/or start dates on or about September 1, 2021. 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 2021 funds, or FY 2022 funds with delivery and/or start dates on or about September 1, 2021, should be submitted to the AgriLife Purchasing Office by **July 2, 2021**. Requisitions received on or before this deadline will have priority over requisitions received after the deadline. If a September 1, 2021, delivery is desired on FY 2022 funded purchases, please clearly indicate the need on the requisition, select the appropriate FY 2022 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).

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

Purchasing Office
979-847-5801
agpurchasing@ag.tamu.edu

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