1. GENERAL

1.1 The President’s has delegated authority to the Department of Purchasing for procuring goods and services required by the University at the specified quality and quantity levels, and at the best value. Purchase orders will be awarded on the basis of competitive bidding whenever predictable. The Department of Purchasing shall follow all guidelines outlined in the Texas A&M University System Regulation 25.99.02: Component Purchasing Authority.

1.2 No officer/employee will intentionally or knowingly make or authorize separate, sequential, or component purchases to avoid the competitive bid requirements. Purchases may not be broken down into small purchases in order to meet the specified dollar limit.

1.3 Departments are encouraged to contact the Department of Purchasing as soon as needs are determined to allow for the timely delivery of services and

2. RESPONSIBILITIES

2.1 Employees of the Department of Purchasing shall adhere to the ethical standards of the Texas A&M University System Ethics Policy 07.01, and to the Code of Ethics developed by the National Association of Educational Buyers, Inc. (NAEB). The NAEB Code of Ethics is as follows:

1. Give first consideration to the objectives and policies of the institution,
2. Strive to obtain the maximum value for each dollar of expenditure,
3. Decline personal gifts or gratuities,
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit,
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation,
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes,
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of the institution permit.
9. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing
sound business methods,
11. Foster fair, ethical and legal trade practices, and
12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth within the organization.

2.2 The Department of Purchasing will:
1. review departmental requisitions to determine the best purchasing method to achieve the best value for the University,
2. develop and provide training on procurement related issues for all departments,
3. solicit and evaluate bids and proposals and make purchase awards for goods and services based on best value decisions,
4. encourage the utilization of and participation by Small and Historically Underutilized Businesses in all procurement decisions,
5. maintain an accurate file of all purchasing transactions and related correspondence,
6. develop and maintain accurate and up-to-date information on sources of materials, services, and equipment in the form of catalogs, price lists, etc., and,
7. assist departments that have been delegated purchasing authority.