



## TEES Purchasing at a Glance

Texas A&M Engineering Experiment Station departments have delegated authority to make purchases for equipment, supplies, and services within specified dollar limits (including freight or postage) depending upon the source of funding. The limited authority was created to allow departments to expedite the purchase of items needed immediately without having to prepare a purchase requisition. The dollar limit for the all types of funds available to departments is \$25,000 including freight. Departments may not exceed the authorized delegated limit. Purchases may not be broken down into small purchases in order to meet the authorized limit of authority. Departments are advised to carefully evaluate and plan their goods and service requirements on a monthly/yearly basis whenever possible.

Departments are encouraged to purchase equipment, supplies, and services from Historically Underutilized Businesses (HUBs). An online HUB Directory is available to assist you.  
<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>

For purchases exceeding \$25,000, a purchase requisition must be entered in AggieBuy and processed through the TEES Procurement Office. For purchases between \$25,000 and \$50,000, TEES departments have the option to solicit three or more informal bids with at least two of the three bids being from Historically Underutilized Businesses (HUBs). These bids must be submitted on a requisition and processed through the TEES Procurement Office.

By State Law, whenever possible, purchases are based on competitive bids. All bids must comply with current state regulations.

The following situations will be handled according to current state regulations:

### EMERGENCY

An emergency purchase occurs when the agency must make the procurement quickly to prevent a hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state, Texas Administrative Code Title 34 Part 1 Chapter 20, Subchapter C, Rule 20.210.

### SOLE SOURCE

A proprietary purchase is justified only when there is not an equivalent product or service available. When the specification requirements limit consideration to one manufacturer, one product or one service provider, a Sole Source Justification form must be provided by the requesting division and submitted along with the AggieBuy Requisition. Note: Price is not considered a valid sole source justification.

### USED/DEMO EQUIPMENT

As a rule, departments should procure new equipment, but sometimes it is necessary or advantageous to purchase used or demonstrator equipment and supplies. The most common reasons are:

- the inability to secure new equipment;
- the lack of adequate funds for new equipment; or
- used equipment will satisfy the agency's need at a substantial savings.

The used equipment form must be filled out and attached to the AggieBuy Requisition.

If you have any questions, please give us a call or review our website:

[http://coe-intranet.tamu.edu/Business\\_and\\_Finance/index.php](http://coe-intranet.tamu.edu/Business_and_Finance/index.php)

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