



## TTI Procurement at a Glance

Texas A&M Transportation Institute units have delegated authority to make purchases for equipment, supplies, and services within specified dollar limits (including freight or postage). The dollar limit for the all types of funds is \$10,000 including freight. Units 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 or use a payment card to circumvent the procurement process. Units are advised to carefully evaluate and plan their goods and service requirements on a monthly/ yearly basis whenever possible.

Units 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/tpasscmbsearch/index.jsp>

For purchases exceeding \$10,000, a purchase requisition must be entered in Aggiebuy and processed through the Procurement Office. By state law, whenever possible purchases should be 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 is defined by the State Procurement Divisions (SPD) rules as “a purchase of goods or services so badly needed that an agency will suffer operational or financial damage unless they are secured immediately”.

### **SOLE SOURCE**

A proprietary purchase is justified only when there is not an equivalent product or service available. A sole source justification form must be provided by the requesting unit and submitted along with the Aggiebuy requisition. Note: Price is not considered a valid sole source justification.

### **USED/DEMO EQUIPMENT**

As a rule, units should procure new equipment, but sometimes it is necessary or advantageous to purchase used or demonstration 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 purchase of used equipment must be justified on the Aggiebuy requisition.

### **CONTRACT OR PURCHASE ORDER**

- **Contracts** in Aggiebuy do not encumber funds or send a notification to the vendor. They should be created when you have indefinite quantities and multiple funding sources.
- **Purchase orders** should be issued when you want funds encumbered, an order sent to the vendor or you make regular, scheduled payments (like copiers, leases etc.)

If you have any questions, please feel free to contact the TEES Procurement Office.

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