

25.07.03 Acquisition of Goods and/or Services

Revised [February 20, 2018](#)

Next Scheduled Review: February 20, 2023

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Regulation Summary

This regulation establishes purchasing authority for The Texas A&M University System (system) members. This regulation allows members to procure goods and/or services according to sound business practices and best value and to comply with applicable state of Texas statutes relating to the Historically Underutilized Business (HUB) Program and purchasing from persons with disabilities.

Definitions

Click to view [Definitions](#).

Regulation

1. ADMINISTRATION

- 1.1 Each member shall promulgate guidelines as necessary to facilitate and expedite the acquisition of goods and/or services as deemed to be in the best interest of the member and in accordance with sound business practices and applicable state laws.
- 1.2 The primary procurement officer (PPO), who has been delegated procurement authority by the member's chief executive officer (CEO), has the authority to delegate specific procurement authority to individual(s) or departments for the acquisition of goods and/or services, and shall establish a maximum dollar limit for those individual(s) or departments to acquire goods and/or services. The PPO may withdraw delegated procurement authority in whole or in part.
- 1.3 The PPO has the discretion to exempt the acquisition of any goods and/or services within his/her delegated purchasing authority from the established guidelines. The PPO shall keep a list of the types of goods and/or services that are exempt.
- 1.4 In addition to and in conjunction with System Policy *07.01, Ethics*, system employees who perform purchasing functions under the delegated authority granted by the PPO shall adhere to the same ethical standards established by the PPO and required of the PPO employees and shall avoid all conflicts of interest in their procurement activities.

2. ACQUISITION (OR PROCUREMENT) OF GOODS AND/OR SERVICES

2.1 Best Value

Members shall acquire goods and/or services through best value. In determining best value, the members may consider the best value methods and factors as identified in Sections 51.9335 and 51.941 of the Education Code, as well as the system *Contract Management Handbook*.

2.2 The HUB Program and the Purchase of Products and Services from People with Disabilities

All acquired goods and/or services shall comply with Chapter 2161, Texas Government Code, and System Policy 25.06, *Participation by Historically Underutilized Business*, relating to making a good faith effort to procure goods and/or services with historically underutilized businesses, and Chapter 122, Human Resource Code, relating to the purchases of products and services from people with disabilities.

2.3 Applicable Statutes, Codes, Policies and Regulations

Each member is responsible for identifying and complying with applicable statutes, codes, policies and regulations when acquiring goods and/or services.

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.9335 – Acquisition of Goods and Services](#)

[Tex. Educ. Code § 51.9337 – Purchasing Authority Conditional; Required Standards](#)

[Tex. Gov't Code Ch. 2161 – Historically Underutilized Businesses](#)

[Texas Workforce Commission's *Purchasing from People with Disabilities Program*](#)

[System Policy 07.01, *Ethics*](#)

[System Policy 25.06, *Participation by Historically Underutilized Business*](#)

[System Policy 25.07, *Contract Administration*](#)

[System Regulation 41.01.01, *Real Property*](#)

[System Policy 51.04, *Delegations of Authority on Construction Projects*](#)

[System *Contract Management Handbook*](#)

The October 2009 version of this system regulation supersedes:
System Regulation 25.99.02, *Component Purchasing Authority*

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

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