

C.1.5 (Policy) Purchasing and Acquisitions

Responsible Department: Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 8-18-09

Best Value

The Board seeks to accept the bid or proposal that represents the best value for the College District after considering all legally permissible factors in awarding a contract. This policy applies to the purchase of tangible personal property or services other than construction. For construction-related procurement activities see [C.2.3.4](#).

Purchasing Authority

The Board delegates to the Chancellor or designee the authority to determine the method of purchasing pursuant to state law, and to make budgeted purchases. The Chancellor or designee shall serve as hearing officer for proposer complaints regarding specifications or other elements of the procurement process.

Specifications

The Chancellor or designee shall ensure that College District staff prepare detailed specifications for any formal competitive procurement opportunity, regardless of procurement method.

Communication with Contractors, Consultants, and Other Vendors

From the date the project is approved for publication until a contract is executed, no College District Board member or employee other than authorized Acquisitions personnel shall communicate with potential contractors, consultants, or other vendors (referred to collectively as potential proposers/bidders) who are interested in, or in the view of a reasonable person situated similarly to the potential proposer/bidder, might reasonably become interested in, any non-construction competitive procurement opportunity. Rules governing communication for construction-related procurement opportunities are found in [C.2.3.4](#).

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Authorized Purchases

Unless state law or Board policy requires the Board to make or approve a purchase, authorized College District employees in charge of a department or college budget may purchase items included in their approved budget, in accordance with administrative procedures.

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Purchase Commitments

All purchase commitments shall be memorialized by the Chancellor or designee on a properly drawn and issued purchase order approved in accordance with administrative procedures.

Emergency Purchases

Emergency purchases as defined by Texas Education Code 44.031(h) must be approved by the Chancellor or designee prior to award and processed by Acquisitions to ensure all requirements are met. Such purchases shall be presented to the Board for ratification at the next regular Board meeting.

State and Cooperative Purchases

With the exceptions noted in [C.1.5.1](#), the Board authorizes the Chancellor or designee to approve state and cooperative contract purchases. The Chancellor shall report each such purchase of \$50,000 or more to the Board on a monthly basis.

Verifying Purchases

The Chancellor or designee shall establish procedures regarding the manner of verifying the quality, quantity, and physical condition of the materials received so that approval for payment may be established.

Detailed Purchasing Procedures

The Chancellor or designee shall supplement this policy with detailed purchasing procedures and instructions.

Procedure [C.1.5.1 Purchasing Authority](#)

Legal Reference - TACC Policy Reference Manual

CF(LEGAL) - Purchasing and Acquisition

CFE(LEGAL) - Purchasing and Acquisition: Vendor Relations

CFF(LEGAL) - Purchasing and Acquisition: Payment Procedures

CFG(LEGAL) - Purchasing and Acquisition: Real Property and Improvements

CFH(LEGAL) - Purchasing and Acquisition: Financing Personal Property Purchases