

THE PURPOSE OF PURCHASING

GOALS:

Satisfy the needs of the University, its faculty, staff, and students.

Spend the University's money wisely and secure the best products and services at the best price possible.

The purpose of the Procurement staff is to obtain the right item to satisfy a recognized need. The right item means buying the right quality in the right quantity and having it delivered at the right time. Emphasis will be on quality and user satisfaction.

The right item also means buying at the right price from the right supplier using the right method. There can be no doubt that price is an important factor in determining what item to buy; however, quality of the item and quality of the supplier are also important considerations. The right method means to obtain the

Sam Houston State University
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all bidders be placed upon the same plane of equality

all bidders bid upon the same terms, conditions, and the same or substantially similar specifications. There can be no competitive bidding in a legal sense where the terms, conditions, or specifications prevent competition, favor a vendor or manufacturer, or increase the cost of the items going into the purchase. Further interpretations have determined that both product and price competition must be present and evident.

CENTRALIZED PURCHASING

The ultimate responsibility and authority to oversee the purchase, lease, and or rental of materials, supplies, goods, equipment, or services is placed with the Division of Finance and Operations, and the Department of Procurement and Business Services. Procurement and Business Services, while maintaining final authority concerning purchase, shall in accordance with University Policies delegate to University Divisions, Colleges, and Departments the ability to make purchases using BearKatBuy and the Procurement Card. Procurement shall review purchases to ensure compliance with University policies.

