



**I. 6.7.2 Purchasing**

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.7 Purchasing	Date Last Reviewed: September 2024
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: September 2024

**II. Purpose**

To establish the general procedures for purchasing commodities at UT Health San Antonio.

**III. Scope**

This policy applies to acquisition of materials, supplies, and equipment by UT Health San Antonio.

**IV. Policy**

- A. In addition to compliance, the Purchasing Office’s other primary responsibility is to provide excellent customer service in the procurement of all institutional goods and services. Departments are strongly encouraged to [contact the Purchasing Office](#) for guidance as early as possible for any purchase expected to exceed \$15,000. Centralized Purchasing Authority

UT Health San Antonio (UTHSA) utilizes a centralized purchasing system. Centralized purchasing is an organizational structure in which purchasing activity is located in one central authority, in this case the Purchasing Office. While end user departments determine what their purchasing requirements are, procuring those goods and services from suppliers and ensuring that those purchases are made within statutory limits and according to applicable rules and regulations is the responsibility of the Purchasing Office. Only the Purchasing Office is authorized to award contracts, including purchase orders, for the purchase of goods and services.

- B. Contract and Agreements

UTHSA has access to a variety of pre-sourced Supplier Agreements to assist in the procurement of products and services, many of which require no additional bids, competition, or justification. Purchasing staff are ready to assist you in finding the contract that best matches your needs. More information about existing UTHSA supplier agreements is located on the [Supplier Agreements website](#).

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The Business Contracts Team facilitates the execution of business contracts, ensuring the legal protection of UTHSA while maintaining compliance with applicable laws, policies, and procedures. See the [Business Contracts Team website](#) for team contact information.

### C. Requisition Process

Departments supported by a Financial Service Center (FSC) should submit requests for the purchase of goods and services through [My Service Center portal](#). The FSC will secure any required documentation, then enter a requisition into UT Health's financial and procurement system. Once created, the requisition will enter electronic workflow and will require approval by departmental leadership – one approval for the Project ID, and one approval for the Department. The completely approved requisition then flows to the Purchasing Office where it will be processed by a buyer who will issue a Purchase Order to the supplier to procure the goods or services.

Departments not supported by a FSC are responsible for entering the PS requisition and attaching any required supporting documentation into the financial and procurement system. The requisition will then flow through the same approval and processing workflow. Detailed procedures for entering transactions into the financial and procurement system are linked at the bottom of this policy.

### D. Vendor Hold Status

Prior to procuring goods or services from a recommended supplier, the Purchasing Office is required by State statute to verify that the supplier is in good standing with the State Comptroller. The financial and procurement system performs this step automatically by verifying the supplier's status with the state through an overnight interface process. When a supplier is found to be on "Vendor Hold" with the State of Texas, UTHSA is required to withhold all payments and to cease any procurement related activities with the supplier until the hold from the State is released. The supplier may be on hold with the State Comptroller for various reasons which may include:

1. Failure to pay State sales or franchise tax
2. Delinquent in child support payments
3. Non-payment of fees
4. Default or non-payment of Texas Guaranteed Student Loan Corporation (TGSLC) Student Loan

### E. Debarment, Suspension, and Divestment List Check

No purchase, contract award extension, or renewal shall be made to parties listed on the System of Award Management ([SAM](#)) Excluded Parties List System ([EPLS](#)) list of parties excluded from federal procurement or non-procurement programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension". This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than Executive Order 12549.

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Additionally, no purchase, contract award, extension, or renewal, can be made to parties on the State Debarred Vendor List, or the State Divestment List.

### State Debarred Vendor List Check:

State Debarred Vendor List

### State Divestment List Check:

1. Scrutinized Companies with ties to Sudan
2. Companies that Boycott Israel
3. Financial Companies that Boycott Energy Companies
4. Scrutinized Companies with ties to Iran
5. Designated Foreign Terrorist Organizations
6. Scrutinized Companies with ties to Foreign Terrorist Organizations

### F. Recall Notices

When UTHSA received product recall notices, they should be forwarded to the Purchasing Office, Mail Stop Code 7962, for further processing. The Purchasing Office will run system reports to confirm if the products have been purchased by UTHSA with a purchase order. If there are valid results, the Purchasing Office works closely with the Environmental Health and Safety Office to ensure the product is handled according to the recall notice instructions.

The Purchasing Office notifies the following personnel within the Environmental Health & Safety Office: Director of Radiation Safety, and the Administrative Assistant - Associate of Radiation Safety.

### G. Purchase Order Splitting

Departments should not break requisition or payment requests into multiple transactions, with lower estimated costs, to avoid the competitive thresholds outlined in this policy. (Reference Texas Government Code §2155.132, Section G.)

### H. Competitive Purchasing Thresholds and Processing Times

The following information identifies the dollar value at which either:

1. competition among suppliers is required for a particular purchase; or
2. justification is required when the purchase is not or cannot be competed among suppliers.

Total Amount of the Purchase (Aggregate)	Solicitation Process	Estimated Processing Time by Purchasing Department*
\$15,000 and under	Non-Competitive - Market Purchase:	5 - 7 Business Days

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<ol style="list-style-type: none"> <li>1. Request to purchase should be submitted on a PS requisition</li> <li>2. Competition among suppliers is encouraged but not required</li> <li>3. Departmental Staff can request supplier quotes</li> </ol>		
\$15,000.01 - \$50,000	Informal Competition - Request for Quotes (RFQ):	7 - 10 Business Days
<ol style="list-style-type: none"> <li>4. Request to purchase should be submitted on a PS requisition</li> <li>5. Requires a minimum of 3 quotes with at least 1 quote from a minority-owned supplier, AND 1 woman or service-disabled veteran-owned business (HUBs**)</li> <li>6. Purchasing Office assistance in securing supplier quotes is recommended</li> </ol>		
\$50,000.01 +	Formal Competition - Request for Bids (RFB) / Request for Proposals (RFP):	30+ business days, depending upon the complexity of the bid specifications.
<ol style="list-style-type: none"> <li>1. A formal competitive procurement process is conducted by the Purchasing Office</li> <li>2. Request to purchase should be submitted on a requisition through the financial and procurement system</li> <li>3. Time frame: 30+ business days to final contract, depending on bid type and project complexity; may be longer if UTS Board of Regents approval is required</li> <li>4. <i>Special Note:</i> A HUB* Subcontracting Plan (HSP) is required from each bidder/proposer if purchase exceeds \$100,000</li> </ol>		

\*If your requisition requires the Purchasing Office to add a new supplier to the supplier file, the processing time stated may be extended. The extended time period is based on the supplier's ability to respond to the Purchasing Office's request.

Processing time is estimated based on receipt of the "Approved" requisition and may vary based on transaction complexity. Complex purchases include, but are not limited to:

- a. Software
- b. Modular Furniture
- c. Imports
- d. UT Health Branding
- e. Vehicles

Regardless of the transaction dollar amount, purchase requests that contain either a contract or legal terms may require additional time to complete. Factors that add to the review complexity, and thus longer processing times include, but are not limited to, UTS Board of Regents approval requirements, compliance issues (HIPPA, FERPA, etc.), internal Legal Affairs or external OGC review requirements, and Information Security requirements.

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\*\*In accordance with State statute, it is the policy of UT Health San Antonio to promote full and equal opportunity for all business to contract with the institution. UT Health San Antonio has committed to a good faith effort to increase purchases and contract awards to Historically Underutilized Businesses (HUBs) consistent with the State's goals for HUB participation and overall economic development. Visit the institution's [Historically Underutilized Business Program website](#) for more information.

### I. Exclusive Acquisition Purchases – Exclusive Acquisition Justification Form (With the use of Non-Federal Funds and Federal Funds)

The Exclusive Acquisition Justification (EAJ) form is required for non-competitive purchase requests, regardless of funding source, that would otherwise require competition among suppliers. Non-competitive purchases can be justified in one of three ways:

1. the request contains specifications or conditions which are proprietary to one supplier;
2. an emergency exists for which delay would create hazard to life, health, safety, welfare, or property; or
3. the request is for professional services, as defined in Texas Government Code §2254.002, for which competition among suppliers is not permitted, thereby eliminating the possibility of obtaining competitive bids.

A requisition for exclusive acquisition purchases should have a completed EAJ form attached, outlining the reasons for the proprietary specifications and/or conditions of purchase. Any EAJ is only valid for the term of the contract it is created for, and a new EAJ will be required for additional purchases or renewals of the goods or services. Instructions for the use of the EAJ form, along with the EAJ forms, can be found on the Purchasing Office's [Forms & Resources site](#). Note that there is a separate EAJ for Federal and non-Federal funded procurements.

When submitting an EAJ form, note that the primary user, as well as the Dean, Department Head, or Business Officer to which the primary user reports must sign the form affirming their understanding and agreement that the information submitted on the form is accurate and true. The same person cannot sign as both the primary user and the Dean, Department Head or Business Officer.

Ultimate authority for acceptance and approval of requests for exclusive acquisition purchases shall remain with designated Purchasing Office staff.

### J. Procurement Card Program

UTHSA offers a purchasing card program to faculty and staff, which provides an efficient, cost-effective method of handling minor purchases and related payment procedures. Procurement card holders have delegated purchase authority up to the card's single purchase and total monthly limits. Procurement card purchases should only be made by the individual card holder, and in accordance with the [published policies and procedures](#) to which cardholders agree to secure their card. Failure to

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adhere to these published policies will result in cancellation of the employee's purchase card and potential sanctions up to and including termination.

### K. Purchases from Employees

Purchases are not permitted from any officer or employee of The University of Texas System unless the cost is less than that from any other known source and until approved by the Vice President and Chief Financial Officer, the Chancellor of The University of Texas System, and the UTS Board of Regents.

### L. Purchases for Resale or Personal Use

The Purchasing Office cannot make purchases of merchandise for resale to employees, nor will it permit purchases which will directly or indirectly be for personal use.

### M. Unauthorized Purchases

No individual has the authority to enter into purchase contracts or in any way obligate the funds of the University unless they have been delegated that authority by the President of UT Health San Antonio, unless otherwise specifically approved by the University's President, the Executive Vice Chancellor for Health Affairs, or by the UTS Board of Regents. Employees with procurement authority are enumerated in the [Delegation of Authority Chart for UT Health San Antonio](#). UT Health San Antonio cannot assume liability for payment of purchases made in any manner other than those outlined herein.

### N. Fiscal Year End Deadlines (Business Affairs Bulletins)

The Purchasing Office establishes an annual cut-off date for the processing of all requisitions regardless of funds or of the aggregate total cost, to be paid from current fiscal year funds. Departments will be notified several weeks in advance of the cut-off dates, which is communicated by the Vice President and Chief Financial Officer in the form of a Business Affairs Bulletin. In addition, the Bulletin will inform departments when they are able to place orders for the next fiscal year, exception procedures, and alternative purchasing methods available through fiscal year end.

Please review and adhere to the dates outlined in the Fiscal Year End Closing Procedures and Processing Deadlines, and New Fiscal Processing Dates Business Affairs Bulletin, which is issued annually, prior to fiscal year end. All Business Affairs Bulletins are posted to the [Community of Business & Finance SharePoint Site](#).

### O. Services Not Processed Through Purchasing

Certain types of purchases should be processed using a payment request rather than a procurement requisition. Reference the [Institutional Handbook of Operating Policies, Chapter 6.1.5](#) for guidance on the use of Payment Requests, and the services for which a Payment Request should be utilized.

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### V. Definitions

There are no defined terms used in this Policy.

### VI. Related References

For more detailed procedures related to the purchase of goods or services, please refer to the [Purchasing Office's website](#).

For questions related to contract negotiation and execution, please email the Business Contracts Team at [BusContracts@uthscsa.edu](mailto:BusContracts@uthscsa.edu).

Additional Purchasing Department resources:

1. [Procurement overview video](#)
2. [Purchasing Contacts](#)
3. [Policies & Procedures](#)
4. [How Do I Buy...](#)
5. [FAQs](#)
6. [Supplier Agreements](#)
7. [PeopleSoft Financials - ePro Requisitions and Jaggaer - Direct Connect.:](#)
8. [Forms & Resources](#)
9. [Business Contracts](#)
10. [Business Affairs Bulletins](#).

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Effective Date
05/2000	Policy Origination		
04/2009	Policy Revision		
09/2024	Policy Revision	Executive Committee	10/07/2024