



I. 6.7.1 Policies

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 purchasing authority at UT Health San Antonio.

III. Scope

This policy applies to acquisition of materials, supplies, equipment, professional consulting, or other services, and capital improvements by UT Health San Antonio.

IV. Policy

A. Purchasing Authority and Policy

The purchasing authority and policy of UT Health San Antonio (UTHSA) is governed by the authority and by the directives of the Federal Office of Management and Budget, state statutes, and The University of Texas Board of Regents.

B. Federal Regulations

[The Office of Management and Budget 2 CFR Part 200](#), Uniform Guidance provides standards for establishing procurement policies and procedures when procuring goods and services using federal funds.

C. State Statutes and Best Value Procurement

There are multiple state statutes which govern UTHSA procurement activities. Specific activities and their associated statutes are incorporated into and can be found in the UTHSA's [Procurement and Contract Management Handbook](#).

In Accordance with Texas Government Code §51.9335, et seq, the award of all contracts at UTHSA shall be made by the method that provides the best value to the institution, using the methods enumerated therein.

D. Regents' Rules and Regulations

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The University of Texas System Board of Regents' Rules and Regulations, [Series 20000](#), "Administration", establishes authority to obligate institutional funds relative to procurement, purchasing ethics, and purchasing procedures. A consolidated listing of UT System Policies related to Contracting and Procurement is maintained by the UT System Office of General Council can be found [here](#).

Authority to obligate institutional funds (including gifts, grants, and contracts) for the purchase of supplies, materials, equipment, and services (including repairs and maintenance agreements) is granted solely to the specific personnel enumerated in the official [Delegation of Authority Chart for UTHSA](#), unless otherwise specifically approved by the UTHSA's President, the Executive Vice Chancellor for Health Affairs, and Chancellor, or by the UTS Board of Regents. UTHSA can assume no liability for payment of obligations except those incurred in accordance with authority thus granted.

E. Historically Underutilized Business

Texas Government Code §2161 establishes the Texas Historically Underutilized Business (HUB) program. The HUB program is a [State of Texas](#) initiative to promote and increase procurement opportunities available to businesses owned by minorities, women and service disabled veterans. It is the policy of the State of Texas, of UT System, and of UTHSA to promote full and equal opportunity for all businesses to supply goods and services needed to support its core missions. More detailed information can be found on the UTHSA's [HUB Program website](#).

F. Ethics

All UTHSA employees are expected to maintain the highest ethical standards, and shall conduct their interactions with current or potential vendors in accordance with the institution's [Standards of Conduct](#), and [Chapter 10](#) of the Institutional Handbook of Operating Policies. Staff involved in procurement related decisions, such as vendor selection, must disclose current or potential conflicts of interest as outlined on the [Disclosing Outside Activities & Financial Interest](#) SharePoint site. Ethical or legal concerns related to the procurement of any goods or services should be immediately reported to the [Institutional Compliance & Privacy Office](#), which maintains an anonymous reporting portal.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

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

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