Procurement
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INTRO

The Business Operations unit provides an array of support services for the procurement of goods and contract services, including:

- Guidance on procurement processes & management
- Supplier relationship management
- "HUB" - Historically Underutilized Business program use
- P-Card administration
- Contract review and completion
- RFI/RFP/RFQ solicitation support
- Vendor negotiation
- Identification of UHCL-wide contract opportunities

We are focused on these TOP 6 themes:

- **Customer satisfaction** - we delight you!
- **Cost control** - we find best-in-class value!
- **Ethical supplier relationships** - we have fair and above-board, long-term relationships!
- **Compliance** - we meet local, state and federal standards!
- **Environment** - we contribute to an environmentally friendly & sustainable environment!
- **Quality** - we represent world-class services by staying current in industry practices

We will ask for your feedback... and hear you:

- Annual surveys - yes, this will be a new activity!
FISCAL CONTROLS

What if my delivered order is incomplete or defective?

If incomplete... If the Department receives only some of the goods and they are in good working order, or some of the goods are on back-order:

Then... Accounts Payable would not pay the full invoice.

If damaged... If the Department receives all or any portion of the order that is damaged:

Then... Accounts Payable would not pay the full invoice.

Receiving Dock and Your Task... Receiving Dock notifies Accounts Payable of partial or damaged condition via receiving report, and

Department notifies vendor that goods are damaged. Department and vendor negotiate agreement to replace goods or issue a credit. The receiving report is uploaded to the Purchase Order.

If there are ongoing issues with vendor performance and/or quality then the Department should not use the vendor in the future, and seek guidance from Procurement about alternate vendors.

Please note:

If you are dissatisfied with vendor performance within 30 days (30-day UHCL contract cancellation clause is standard), or beyond for performance breach, please contact procurement for potential termination letters!
UHCL has a Business Account with Amazon. Here is what you should know:

- To obtain an account email: UHCLProcurement@UHCL.edu
- You need a University email address and P-card for an account.
- Purchases for business use are tax-exempt.
- Free shipping on eligible orders.
- No Business Prime membership fees.
- More items are available on Business Prime, pricing is lower.

**Purchasing Thresholds:**

- **$15,000** - All purchase requisitions for >$15,000 must provide a procurement method under Texas statute [Title 34, Part I, Chapter 20, Subchapter C, Division 2, Rule §20.206]. Examples include sole-source justification, RFP process, Cooperatives, e.g.
- **OIT PRE-APPROVALS** - All computer purchases and software and any related hardware and peripherals must be approved by the Office of Information Technology before purchase.  
  o Computers, desktops, laptops, and tablets, and software **may not be purchased via p-card**.
  o Computer related means any item connected to the UHCL network and hardware, such as wireless keyboards, mice and cabling, etc.
  o This OIT category includes audio-visual equipment such as televisions and any related AV technology. These items must be approved by the Office of Information Technology before purchase **these items may not be purchased via p-card**.
- **GRANTS** - All purchases using grant funds require Office of Sponsored Programs (OSP) approval. If grant dollars are intended to cover the cost of an IT item (see above) then it must also be approved by the Office of Information Technology and **may not be purchased via p-card**.
- **TAGGING ASSETS** - All controlled assets, such as TVs and cameras, must be tagged. Please contact 281-283-2140 for assistance.
- **UHCL ASSET TAGGING** - All items purchased for $5000 or more must be tagged as UHCL property. Please contact 281-283-2140 for assistance.
# PURCHASING GOODS*

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Procurement Process</th>
<th>Solicitation Process</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0 - $4,999.99</td>
<td>$0 - $5,000.00</td>
<td>P-card/voucher</td>
<td>None</td>
</tr>
<tr>
<td>$5,000 - $9,999.99</td>
<td>$5,000 - $14,999.99</td>
<td>Requisition</td>
<td>None</td>
</tr>
<tr>
<td>$10,000 - $249,999.99</td>
<td>$15,000 - $24,999.99</td>
<td>Requisition</td>
<td>informal; 2 must be HUB.</td>
</tr>
<tr>
<td>$250,000</td>
<td>&gt;$25,000.00</td>
<td>Requisition</td>
<td>Formal; 2 must be HUB.</td>
</tr>
<tr>
<td>&gt;$1 Million</td>
<td>&gt;$1 Million</td>
<td>BOR Approval</td>
<td>UHS manages</td>
</tr>
</tbody>
</table>

* Services are purchased by contract, approved by UHS; see next section.
## PURCHASING SERVICES

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>State/Local Range</th>
<th>Procurement Process</th>
<th>Bids</th>
<th>Solicitation</th>
<th>Signature Authority</th>
<th>Requires Legal Review</th>
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<tbody>
<tr>
<td>Federal</td>
<td>$0 - 4,999.99</td>
<td>$0 - $5,000.00</td>
<td>Requisition</td>
<td>None</td>
<td>None</td>
<td>VP/President FMC AVP</td>
</tr>
<tr>
<td>Federal</td>
<td>$5,000 - $9,999.99</td>
<td>$5,000 - $14,999.99</td>
<td>Requisition</td>
<td>None</td>
<td>None</td>
<td>VP/President FMC AVP</td>
</tr>
<tr>
<td>Federal</td>
<td>$10,000 - $249,999.99</td>
<td>$15,000 - $24,999.99</td>
<td>Requisition</td>
<td>None</td>
<td>Formal; 2 must be HUB</td>
<td>VP/President FMC AVP</td>
</tr>
<tr>
<td>$250,000.00</td>
<td>$25,000.00 - $50,000.00</td>
<td>Requisition</td>
<td>Formal</td>
<td>Formal</td>
<td>Formal</td>
<td>VP/President FMC AVP</td>
</tr>
<tr>
<td>&gt;$50,000.00</td>
<td>Requisition</td>
<td>Formal</td>
<td>Formal</td>
<td>Formal</td>
<td>VP/President FMC AVP</td>
<td>Yes</td>
</tr>
<tr>
<td>&gt;$100,000.00 Construction</td>
<td>Requisition</td>
<td>Formal</td>
<td>Formal</td>
<td>Formal</td>
<td>VP/President</td>
<td>Yes</td>
</tr>
<tr>
<td>&gt;$300,000.00</td>
<td>Requisition</td>
<td>Formal</td>
<td>Formal</td>
<td>Formal</td>
<td>Vice Chancellor</td>
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<tr>
<td>&gt;$500,000.00</td>
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<td>Formal</td>
<td>Formal</td>
<td>Formal</td>
<td>Chancellor</td>
<td>Yes</td>
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<tr>
<td>&gt;$1 Million</td>
<td>$1 Million</td>
<td>BOR Approval</td>
<td>UHS manages</td>
<td>UHS manages</td>
<td>BOR</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Vendors may present informal bids via email or fax.

When procurement receives a formal bid request they must publish it on the state’s Electronic State Business Daily website for up to 21 days. The bids are evaluated by a UHCL committee to determine the one(s) with the best value to the University.
REQUISITIONS FOR GOODS via CONTRACT

Departments must include a vendor quote/proposal along with their requisition as documentation for goods purchases. The purchase order is then created within procurement based on the requisition. A purchase order confirms the sale with the vendor so they can ship/deliver the order.

UHCL Standard Contracts

- Standard contracts are either a UHCL Standard Purchasing Agreement (SPA) OR a non-standard vendor purchasing agreement WITH a UHCL Standard Contact Addendum (SCA).

- **Legal review and approval is required:**
  - Standard contracts for >50,000
  - Construction contracts for >$100,000
  - Any contracts with vendor red-lining or modifications

- **No legal review is required:**
  - Standard contracts for <$50,000
  - Construction contracts for <$100,000

- **Contracts submitted to UHS require the following or they will be rejected:**
  - OCA coversheet
  - Agreement
  - Proposal/quote
  - Certificate of Insurance
  - SCA (if applicable)

The procurement department forwards any agreement that must be sent to the Office of Contract Administration (OCA) for review/approval.

Once the approved contract is received back from OCA, Procurement will notify the department; you will then create a requisition and obtain appropriate signatures.

If your supplier quote contains terms and conditions then ask them to sign a CONTRACT ADDENDUM.

If they refuse to sign the addendum then the terms and conditions must be reviewed and approved by UHS legal before the order can be placed. Please allow time for this.
REQUISITION SAMPLE

Please find a sample blank Requisition form below. The form is used as a means of obtaining internal pre-approval for a purchase.

### Requisition Coversheet

<table>
<thead>
<tr>
<th>Line#</th>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Program</th>
<th>Project</th>
<th>Budget Ref</th>
<th>Chartfield</th>
<th>Amount</th>
<th>Due Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Line#</th>
<th>Category</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: ____________________________ Date: ____________________________

Prepared By: ____________________________ Date: ____________________________

Comments
PURCHASE ORDER SAMPLE

Please find a blank Purchase Order form below. Purchase orders are externally facing documents that describe purchase details for the vendor.

**PURCHASE ORDER**

---

<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Date</th>
<th>Revision</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Terms</td>
<td>Freight Terms</td>
<td>Ship Via</td>
<td>Fiscal year</td>
</tr>
<tr>
<td>Ship To:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bill To:** UNIVERSITY OF HOUSTON-CLEAR LAKE
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105
2700 BAY AREA BLVD
HOUSTON, TX 77058
USA

**Vendor:**

**PO Type:**

**Fax:**

**Phone:**

**Contact:**

---

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Program</th>
<th>Project</th>
<th>Bdgt Ref</th>
<th>Chartfield</th>
<th>Dist Amt</th>
<th>Location</th>
<th>PO ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Item Description</td>
<td>Quantity</td>
<td>UOM</td>
<td>PO Price</td>
<td>Extended Amt</td>
<td>Due Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Total PO Amount**

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STATE SALES TAX EXEMPTION CERTIFICATE: Procurement process is authorized by Education Code 61.6336.
The undersigned certifies an exemption from sales under Chapter 32, Title 2, Texas Revised Civil Statutes of Texas for purchase of tangible personal property described in this numbered order, purchase from contractor and/or supplier listed above, as this property is being secured for the exclusive use of the State of Texas.

Univ. of Houston – Clear Lake IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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P-CARDS

The P-Card is an alternate payment method for low-ticket items, however, purchases made using this vehicle must still comply with all University compliance and internal control rules and guidelines discussed in this material and the documentation referenced below.

Note: Please request a Tax Exemption letter from Procurement before making P-Card purchases.

More information can be found on the P-card guide.

Quick Processing Checklist

☐ Correct reporting cycle dates on transaction log & expense report
☐ Clear expense description and benefits statement
☐ Receipts for every transaction scanned in GCMS expense report order
☐ Scanned documentation oriented correctly
☐ Pre-Approvals:
  ☐ Transactions over $500 (vendor hold status)
  ☐ Advertising (HumanResources@uhcl.edu for employment ad, BrandGuide@uhcl.edu for all other) Also upload ad as backup.
  ☐ Computer related items (OIT @ SupportCenter@uhcl.edu)
  ☐ Food Service Waiver Request Form (UHCLProcurement@uhcl.edu)
  ☐ Gift Card Request Form (AccountsPayable@uhcl.edu)
  ☐ Grant Funds (Office of Sponsored Programs)
  ☐ Promotional Items (BrandGuide@uhcl.edu)

☐ Account code restrictions (Check with your CBA/DBA) for assistance.

☐ Print name & sign transaction log & expense report.
P-CARD REALLOCATIONS

It is critical that you comply with the Accounts Payable schedule for reallocating your purchases to the correct account codes on time.

The end of month cycle requires reallocation in accordance with the P-Card reporting cycle.

We are tracking this, and repeat offenders may lose their P-Card privileges.

If you or your staff need additional training, please contact us at 281-283-2152.