
PURCHASES REQUIRING ADDITIONAL APPROVALS OR DOCUMENTATION

ADVERTISING (5641)

must be approved by PRMIS.

Employment advertising must be approved by the appropriate VP and Director of Human Resources.

PROMOTIONAL (5242)

includes any items given out to students or the public that have any University branding;

Artwork must be submitted to PRMIS for approval. Artwork approval must be obtained prior to submitting requisition. No promotional items may be purchased without going through the requisition process first, if items are purchased the department will be issued a non-compliance memo.

Specs on requisition must include: description of item(s); quantity (per size if applicable); item color(s); imprint size, location(s) and color(s); text and/or logo to be used; item number (if available); date items are needed by;

MEMBERSHIPS (5211-5213)

must be approved by the appropriate VP;

Details on the requisition must include: University employees/department that the membership is for, University mailing address, dates of membership;

SERVICES

All services must be contracted prior to vendors coming on campus; Additional paperwork may be required and Purchasing Office will screen each requisition prior to processing purchase order to ensure all paperwork has been received;

No services may be contracted or rendered without going through the requisition process first. Departments will be issued a non-compliance memo for services rendered prior to the requisition process.

*Independent Contractor Agreements, when used, must be executed prior to the date of service. If under \$5,000, these may be processed for payment as Ls. If over \$5k or requiring multiple payments, the requisition must be routed prior to the service date.

TECHNOLOGY/IT PURCHASES (4090, 5760, 5761, 5781-83, 5787-88, 5770)

includes projectors, telephones, cameras, televisions, computers, computer equipment, printers, tablets, external storage devices

Quotes must include OIT approval.

SOFTWARE (5761)

includes payment of licenses to access web-hosted software/platforms;

Software Rs will be routed to OIT for approval and quotes must include OIT approval; all software vendors will be screened via the export control process prior to issuing purchase order;

PRIZES, GIVEAWAYS (4014, 5240-41)

includes glass awards, gift cards, plaques, raffle prizes, etc.

All items must be listed on the [Prize/Gift Log](#) and must be purchased using an account authorized for these types of purchases. The log must be completely filled out and submitted to Purchasing or Accounts Payable as soon as the items are given out. Items to be given away should be purchased and given away promptly, not held for future events.

*Raffle prizes or gifts without customization may be purchased on the p-card (unless restricted). Please contact Purchasing with questions as these may vary on a case-by-case basis.

PRINTING OF MATERIALS (5616-17)

includes brochures, flyers, posters, decals, signs, etc.

All text and/or artwork to be printed must be approved by PRMIS.

Requesting department must contact [Print Services](#) for approval. If Print Services can produce the project, it will be done in-house. If project cannot be done in-house, Print Services will provide written approval for department to look for outside vendor.

Any materials printed with an outside vendor without the written approval of Print Services will be reimbursed only after non-compliance memo is returned to Purchasing. A fine of 25% of the total project price will also be charged to the paying account.

FURNITURE

No furniture can be purchased by departments. Please contact the Purchasing Office.

IMPROPER PURCHASES

Purchases made improperly will be issued a non-compliant memo that must be filled out by the employee at fault and signed by the supervisor. The memo must then be sent to purchasing for review and approval before reimbursement or payment for the improper purchase will be released. These purchases include those made without proper approval/routing or made without a contract/purchase order in place.

Improper purchases put the University at financial risk and create unnecessary administrative effort. They also violate state laws, TAMUS and TAMIU laws, policies, procedures and rules. Repeated bypassing of purchasing procedures may, at the discretion of the Purchasing Office: (1) require additional training, (2) be cause for an individual or department to be penalized and lose delegated purchasing ability.

THE PURCHASING OFFICE RESERVES THE RIGHT TO REQUEST ADDITIONAL APPROVALS AS NECESSARY.

THE ABOVE LIST MAY NOT INCLUSIVE OF ALL ITEMS THAT MAY BE PURCHASED BUT IS INTENDED TO PROVIDE GUIDANCE. PLEASE CONTACT PURCHASING (X2351 OR PURCHASING@TAMU.EDU) FOR QUESTIONS ON ANY ADDITIONAL PURCHASES.