Office of Purchasing and Contract Administration

MEET THE PURCHASING TEAM

Cristina Calderon
Director

Elizabeth Granado
Senior Buyer

Aide Flores
Buyer II

Elsa Real
Buyer I

Laura Echandy
Procurement Card Coordinator

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Contract Specialist II

What are you purchasing?

Before submitting a request, identify:

- Goods or Services
- Software/Technology
- Foreign Vendor
- Research Collaborations
- Promotional/Customized Items
- Equipment or Controlled Property
- Contracts
- Purchases Over $25,000

Different purchases may require additional reviews and approvals.

Obtain required approvals

Additional approvals may be required depending on the purchase:

- Information Technology (OIT-Security, Accessibility, Stamp)
- Grants and Contracts (Grant-funded purchases)
- Sponsored Research (Export Control)
- Environmental Health & Safety (Insurance, Hazardous materials)
- Facilities Approval (Office Space and Equipment)
- Payroll and Budget (Foreign Vendor, Funds, Accounts)
- PRMIS (Artwork)

Obtaining approvals early helps prevent processing delays.

Review your documentation

- Complete specifications or clear scope of work (who, what, when, how).
- Valid quote/proposal.
- All required approvals.
- Confirmation that the vendor is set up in Dustybuy (Aggiebuy).

Remember:

- Do **not** sign any documents.
- Do **not** authorize vendors to begin work.
- Submitting a requisition for goods or services that have been ordered (verbally, email, etc) will result in a non-compliant purchase.

Dustybuy (Aggiebuy)

NON-CATALOG ORDER

- A requisition for goods or services unavailable through one of the established punch-out catalogs.
- It must be created before goods or services are ordered or received, once all the approvals and documents are in place.
- Routes automatically through Dustybuy (AggieBuy) for approvals before funds are committed.
- A requisition is the official request to make a purchase (place the order), not to pay an invoice.

NON-PO INVOICE

- Used to process certain payments under $25,000.
- Examples may include employee reimbursements, travel expenses for non-TAMIU employees, Aramark Catering Services, etc.

Punch-out Catalog Order

- A requisition for goods or services using the supplier’s online catalog.
- Available Punch-Out Catalogs include office supplies, scientific supplies, textbooks, computers, or other IT-related equipment.
- Upcoming Virtual Session with VWR on October 7th, 2026 at 3:20pm.

Pro-Card/Non-Travel

US Bank

Reminders:

- Before making a purchase over $500.00, verify that the vendor is not on the State of Texas Vendor Hold List. Vendor Verify Search can be found in the SSO Menu.
- Review the Restricted Purchases listed in the Procurement Card Guide and obtain prior approval before completing a transaction.
- A food form is required for events and food purchases.
- A gift log is required for giveaways, gift card distribution, etc.
- All required approvals must be obtained in writing.

Contract review process

- Provide complete specifications or a clear scope of work (who, what, when, how).
- Submit all required approvals with the cover sheet.
- All contracts, regardless of funding source, must be routed to the Purchasing and Contracts Office for review before execution.
- Review time varies depending on the complexity of the contract and responsiveness of the vendor.
- Contract routing will soon be implemented in Aggiebuy through Contracts+.

Remember:

- Do **not** sign contracts.
- The Purchasing and Contract Administration office coordinates the signature routing.

Thank you!

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