# SPECIAL PURCHASING TRANSACTIONS

## A. Purpose

The purpose of this policy is to provide guidelines on special purchasing transactions.

## B. *Materials Management Procedures Manual*

Detailed procurement procedures are in the *Materials Management Procedures Manual* at http://portal.utpa.edu/utpa_main/dba_home/comptroller_home/materials_home/purchasing_home/materials_procedures

## C. Space Leases

The University of Texas System *Business Procedure Memorandum* No. 5 sets forth the specific requirements and procedures under which the University shall lease space in buildings owned by other entities. All University space leases must comply with the Texas architectural barriers laws (Chapter 469, *Texas Government Code*); the requirements in Chapter 2167, *Texas Government Code*; all other applicable statutes; and *Business Procedure Memorandum* No. 5.

## D. Contacts With State Agencies and Vendors

1. All contacts, whether oral or written, with state agencies and with vendors regarding procurement activities are handled through the Office of General Counsel or the Director of Materials Management or the Purchasing Department unless advance written authorization is obtained from the Director of Materials Management for other persons to do so (reference *UTS 159*). This includes all negotiations which involve purchase prices, terms, conditions, delivery, quantity, substitutions, complaints or any other aspect of the purchase commitment.

   Departments must address all such matters to the Director of Materials Management or the Purchasing Department in writing.

2. Correspondence with suppliers on any other matter such as availability of specified requirements, technical information, instructional information, or requests for literature may be properly carried out by any employee.

## E. Central Receiving

Unless approved by the Director of Materials Management or the Purchasing Department prior to delivery, all deliveries of equipment and supplies are to be made to the Central Receiving Department located at 1407 East Freddy Gonzalez Drive, Edinburg. In the event a delivery is made directly to a department, Central Receiving must be notified immediately.

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### F. Purchasing From Employees

1. Purchases from, or sales to, any officer or employee of the University, The University of Texas System, or any institution of The University of Texas System of any supplies, materials, services, equipment, or property are not permitted unless approved in advance by the President. Moreover, any such purchase shall be made only if the cost is less than from any other known source. This section does not apply to sales or purchases made at public auction.

2. Any University Department Head contemplating any purchase from an employee of the University is advised to consult the Purchasing Department.

### G. Invoices

All invoices and statements received should immediately be sent to the Office of the Comptroller for payment. The requisitioning department should note on the invoice any problems preventing payment and the purchase order number.

### H. Review

This policy shall be reviewed by the Director of Materials Management every five years or as legislation changes.