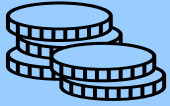


TIPS FOR PROCUREMENT



To expedite purchasing functions, **university business officers** are authorized by the university to approve small purchase orders (delegated purchases) up to

\$50,000

THINGS TO KNOW...

Quotes must be valid for a minimum of 30 days.

1

2

Approved agreements must be issued prior to shipment of product or the commencement of a service.

Quotes should indicate any applicable shipping charges.

3

4

All agreements must be signed by a University employee with delegated authority for the agreement.

All agreements must be fully executed by all parties to the agreement.

5

Solicitation Process

Non-competitive

(Delegated Purchases)

Informal Competitive Bids

Formal Competitive Solicitations

(IFB & RFP)

⇒ CPA Term and Managed Contracts

⇒ Texas Multiple Award Schedules (TXMAS)

⇒ Department of Information Resources (DIR)

Any Amount

< \$50,000

\$50,000.01 – \$100,000

Above \$100,000.01

Procurement & Strategic Sourcing

JC KELLAM, SUITE 527 | 512-245-2521

purchasing@txstate.edu

Texas State University

FORMAL BIDDING OPPORTUNITIES



PLEASE CONTACT P&SS OFFICE