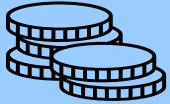


# TIPS FOR PROCUREMENT



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

# \$15,000

## THINGS TO KNOW...

Quotes must be valid for a minimum of 30 days.



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

Quotes should indicate any applicable shipping charges.



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.



## Solicitation Process

Non-competitive  
(Delegated Purchases)

Informal Competitive Bids

Formal Competitive Solicitations  
(ITB & RFP)

- ⇒ CPA Term and Managed Contracts
- ⇒ Texas Multiple Award Schedules (TXMAS)
- ⇒ Department of Information Resources (DIR)

**Any Amount**

< \$15,000

\$15,000.01 – \$50,000

Above \$50,000.01

### Procurement & Strategic Sourcing

JC KELLAM, SUITE 527 | 512-245-2521

[purchasing@txstate.edu](mailto:purchasing@txstate.edu)

Texas State University

### FORMAL BIDDING OPPORTUNITIES



PLEASE CONTACT P&SS OFFICE