

Procurement Training Guidelines

Purpose

These guidelines address training requirements for officers or employees who are involved in the procurement process.

Persons Affected

These guidelines apply to all university officers and employees who are responsible for or involved with university contracting, purchasing, and/or agreements.

Definitions

Centralized purchasing requires the various departments and operational units of the university to make purchases utilizing the knowledge and experience of the procurement department.

General

Various sections of the state government code, education code, and human resources code, in addition to numerous sections of administrative rules and UT system rules, apply to purchases made by Stephen F. Austin State University. University policies and procedures apply additional requirements to purchases.

Because the university adheres to a policy of centralized purchasing, the procurement office is charged with ensuring that applicable laws, rules, policies and procedures are followed for each purchase. Employees are required to be aware of their limited delegated purchasing authority and that various laws, rules, policies and procedures may affect the processing of their requisition to a purchase order.

To ensure that employees or officers are knowledgeable about purchasing laws, rules, policies and procedures, mandatory training is required for:

- employees having access in the university's financial system to enter requisitions;
- employees having access in the university's financial system to approve requisitions;
- officers and employees authorized to execute contracts, or exercise discretion in awarding contracts.

Procedures

Training is required every two years. Failure to complete training within 60 days of notification will result in all ordering for the department, including procurement cards, being shut down until the individual completes training. The executive director of finance and administrative services or designee may allow exceptions to the training timeframes for employees on FMLA leave, out of the country, or as otherwise deemed appropriate.

Reference UT system policy for required purchaser training and certification requirements. [UTS 156 Purchaser and Certain Contract Negotiator Training and Certification](#).

Forms: N/A

Revision History: N/A