SPECIAL PURCHASING PROCEDURES - SERVICES

Emergency Service Purchase

An emergency service purchase allows for the expeditious purchase of parts, supplies, or services which are needed immediately to prevent financial loss or operational damage to the Health Science Center. Should a situation arise which requires immediate attention, a department may send a Web Departmental Requisition (REQ) to the Purchasing Office with a request for processing as an emergency purchase. When the aggregate total of the Web REQ reaches or exceeds $25,000, regardless of funds, the following documentation must be provided in writing or via e-mail by the department before an emergency order can be issued:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.

2. State the financial or operational damage that will occur if needs are not satisfied immediately (in more detail than just stating that loss or damage will occur).

3. State why the needs were not or could not be anticipated so that the service(s) could not have been requisitioned through normal (non-emergency) procedures.

Emergency Repair Service

Should the extent of repair be known, a Web REQ itemizing the needed parts, labor, and travel expenses, shall be submitted to the Purchasing Office as outlined in the Handbook of Operating Procedures, Section 6.7.3, “Special Purchasing Procedures – Commodities”, “Emergency Purchases”. Should the extent of repair not be known and continued use of the equipment be needed immediately, the repair can be contracted by the department with the best known available source, provided prior approval and a Purchase Order number are obtained from the Purchasing Office. After the repair is completed, a Web REQ itemizing parts, supplies, labor, and travel must be submitted to the Purchasing Office within three (3) working days. Should the cost not be known, an estimated cost is acceptable.
Leasing of Building Space

See [Section 9.1.1](#) of the HOP, “Space Management”, for the procedures to lease building space.

Only Source and Only Brand Purchases

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Computer Hardware and Software

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Purchases from Employees

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Purchases for Resale of Personal Use

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Unauthorized Purchases

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Substitutions

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Inspection of Merchandise

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Late Delivery

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

Damaged or Incorrect Merchandise

Same as Commodities. Refer to [Section 6.7.3](#) of the HOP, “Special Purchasing Procedures – Commodities”.

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<td>Special Purchasing Procedures – Services</td>
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Return of Supplies or Equipment

Same as Commodities. Refer to Section 6.7.3 of the HOP, “Special Purchasing Procedures – Commodities”.

Cancellations and Corrections

Same as Commodities. Refer to Section 6.7.3 of the HOP, “Special Purchasing Procedures – Commodities”.

No Bids Secured

Same as Commodities. Refer to Section 6.7.3 of the HOP, “Special Purchasing Procedures – Commodities”.

Correspondence with the General Services Commission

Same as Commodities. Refer to Section 6.7.3 of the HOP, “Special Purchasing Procedures – Commodities”.

End of Fiscal Year Procedures

Same as Commodities. Refer to Section 6.7.3 of the HOP, “Special Purchasing Procedures – Commodities”.

Services Processed Through Purchasing

The following services are processed through Purchasing Office unless under $5,000 and parts or supplies are not involved:

- **Building Maintenance and Repair Services.** Background music, exterminators, trash removal, plant rental, water purification/softening, water treating, carpet services, etc.

- **Communications and Media Related Services.** Answering/paging services, audio tape duplicating, film processing/duplicating, clipping services, graphic arts, mailing services, microfilming, etc.

- **Data Processing Services and Software Services.** CPU time, data entry, software services, data base access, etc.

- **Equipment Maintenance and Repair Services.** Alarm equipment, appliances, automobiles, calculators, cameras, computers, copiers, dictating, food service, heavy equipment, industrial, laboratory/medical, microfilm, musical, printing plant,
radio/telecommunications/ telephone, recorders, survey, trucks, typewriters, video, word processors, etc.

**Equipment Rental, Short Term (With Operator).** Automobiles, bus, construction, industrial, trucks, etc.

**Financial Services.** Actuarial, appraisal, cash/securities, collections, lease option financing, etc.

**Laundry/Dry Cleaning Services.** Laundry/linen, dry cleaning, uniform rental, etc.

**Library Services.** Cataloging, copying, business research, professional journal subscriptions, magazine subscriptions, microfilm subscriptions, newspaper subscriptions, etc.

**Security.** Armored car, polygraph testing, x-ray badges, alarm services, etc.

**Space Rental and Lease.** Booth rentals, conference rooms, storage, etc.

**Miscellaneous Services.** Auctioning, blueprinting, courier/delivery, hazardous materials, interior design, laboratory testing, moving/hauling, radioactive wastes disposal, restoration/preservation, vehicle towing, etc.

**Services Not Processed Through Purchasing**

1. Automobile inspection fees.
2. Bond premiums.
3. Classified advertising.
5. Consultants (Art. 6252-11c, V.T.C.S.) $5,000 or less.
6. Contractual transportation of persons.
7. Demurrage.
8. Emoluments and allowances.
10. Employee surety bonds.
11. Filing fees.
12. Freight.
13. Interlocal cooperation contract payments.
15. Meals.
16. Medical prescriptions.
17. Membership fees and dues.
18. Memorandum agreement payments.
19. Miscellaneous claims.
20. Notary fees.
21. Postage and box rent.
22. Professional dues.
23. Professional services and fees (Art. 664-4, V.T.C.S.).
24. Refunds.
25. Registration fees and associated books/materials.
26. Service charges.
27. Services of an employee of a State agency.
28. Surety bonds.
29. Texas Register.
30. Texas Surplus Property Agency, purchases from.
31. Textbooks for public free schools.
32. Travel - Vouchers for Reimbursement.
33. Tuition under the Employees Training Act of 1969.