

Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

Procedure: Checklist for Purchasing Books	Procedure #: HSCEP OP 72.01, PRO A
Effective Date: July 19, 2019	Last Revision Date: January 31, 2024
References: HSCEP OP 72.01, HSCEP OP 72.03, HSCEP OP 72.15	
TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhsce.edu/compliance/	

Procedure Statement

The purpose of this procedure is to provide a process when purchasing books for Texas Tech University Health Sciences Center El Paso (TTUHSC EP) business purposes.

Scope

Process for purchasing books for TTUHSC EP business purposes.

Procedure

There are two options to purchase books:

1. Purchase Order (PO)

- a. Prior to requesting to purchase books via a purchase order, verify that the vendor is approved via TechBuy.
- b. When requesting to purchase books, the following detailed information must be documented:
 - i. State the purpose for the purchase of the books
 - ii. Name of book(s)
 - iii. Cost
 - iv. Quantity
 - v. Vendor name
- c. Once approved, follow Purchase Order guidelines.
- d. The books may not be ordered until a PO has been created. Then, follow the required steps. (This applies only if this is the option chosen for payment purposes.)

2. Purchase Card (PCard)

- a. A [Deviation Approval Form](#) from the Purchasing Department is required for transactions prior to purchase.
- b. When requesting to purchase books, the following detailed information must be documented:
 - i. State the purpose for the purchase of the books
 - ii. Name of book(s)

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- iii. Cost
 - iv. Quantity
 - v. Vendor name
- c. Submit the information listed in steps a. and b. (when required) to department head to be reviewed and approved prior to purchase.
 - d. The individual must sign out the PCard from the MasterCard log in the Associate Managing Director's office.
 - e. As you move through the payment process, make sure you print out every step along the way as it will be required for the PCard documentation packet (step 3).
 - f. The individual placing the order will need return the PCard immediately after transaction is completed. Document the amount that was charged by vendors in the MasterCard log. Verify that no tax has been charged.
3. After purchase has been made via PO or PCard, attach the following as well as any other pertinent documentation necessary in the PCard Back-Up Documentation folder in the "Institutional Compliance Accounting Reports" binder located at the Associate Managing Director's office or send the required documentation via email to the Associate Managing Director:
 - a. Purchasing card transaction cover
 - b. Deviation approval forms
 - c. Vendor invoice
 - d. Payment document
 4. Regardless of payment, separation of duties must apply. Whomever is placing the order will need to create the purchase order. A different person will then need to receive the item(s) ordered. Lastly, the person ordering must go back to purchase order and submit a cost receipt or quantity receipt, whichever applies.

Frequency of Review

This procedure will be reviewed in collaboration with HSCEP OP 72.01, Purchasing Supplies, Equipment, and Services (November of each even-numbered year) by the designated Compliance personnel.

Review Date: 1/31/2024

Revision Date: 1/31/2024