



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 61.29, **Facilities Support Services Procedures for Processing Purchase Requests**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy/Procedure (HSCEP OP) is to establish a process and framework for TTUHSC El Paso Facilities Support Services (FSS) to execute departmental purchase requests.

**REVIEW:** This HSCEP OP will be reviewed in April of even numbered years (ENY) by the Managing Director of Facilities Support Services or designee(s), with recommendation for revisions submitted to the Chief Financial Officer or designee by Sep 1.

### POLICY/PROCEDURE

#### 1. General

- a. FSS purchases a variety of goods and services. It is important that when these items are purchased that there is a verified business need. To protect the institution's best interest, it is necessary for any and all purchases to be verified by a competent person before processing.
- b. Submission, verification, and approvals of purchase requests shall be tracked and executed electronically. FSS uses WebTMA to submit, track and process purchase requests. WebTMA dashboards shall be setup for each assigned reviewer. Reviewer responsibilities are listed below.

#### 2. Responsibilities

- a. Every purchase request submitted through FSS shall be reviewed and verification completed by a competent supervisory authority within FSS. The reviewer shall review, inspect, verify every purchase requisition (TechBuy Transaction) assigned to them for completeness, accuracy, and appropriate business need. It is the reviewer's responsibility to ensure Tech-Buy Transactions assigned to them have the appropriate and required supporting documents such as Certificates of Insurance (COI's), quotes and/or proposals, performance and/or payment bonds, cut sheets, drawings, and any other types of supporting documents. All supporting documentation shall be verified for completeness and accuracy.
- b. Reviewers are assigned based on the nature of the Tech-Buy Transaction. All requisitions shall be reviewed by the assigned parties regardless of complexity or dollar amount. The identification of assignments are as follows:
  1. Any and all Tech-Buy Transaction submitted by maintenance & operations staff shall be subject to review by the Sr. Director of Maintenance and Operations or designee.
  2. Any and all Tech-Buy Transactions submitted by the projects & engineering team, Work Controls, and/or space management staff shall be subject to review by the Sr. Director of Maintenance and Operations or designee.
  3. Any and all Tech-Buy Transactions submitted by the safety department staff shall

be subject to review by the Sr. Director of Safety Services or designee.

4. Any and all Tech-Buy Transactions submitted by parking & transportation staff shall be subject to review by the Unit Manager of Parking & Transportation.
5. Any and all Tech-Buy Transactions submitted by FSS Business Office staff shall be subject to review by the Managing Director of FSS.
6. Any and all Tech-Buy Transactions submitted by General Services Administration (GSA) staff shall be subject to review by the Unit Manager of GSA.
7. Any and all Tech-Buy Transactions submitted by the facilities warehouse staff shall be subject to review by the Managing Director of FSS.
8. Any and all Tech-Buy Transactions submitted for administrative supplies such as, office supplies, office equipment, catering, or any other form of Administrative good or service shall be subject to review by the Managing Director of FSS.
9. Any and all Purchase Requisitions of \$10,000.00 or more shall be subject to review by the Managing Director of FSS after review of the appropriate Sr. Director, Manager, or Designee.