



PURCHASES REQUIRING ADDITIONAL APPROVALS OR DOCUMENTATION

Advertising

It must always be approved by PRMIS.

Employment advertising must be approved by the appropriate VP and Director of Human Resources.

Promotional

Promotional Items include any items given out to students or the public with any University branding.

Artwork must be submitted to PRMIS for approval. Artwork approval must be obtained before submitting the requisition. No promotional items may be purchased without going through the requisition process; if items are purchased, the department will be issued a non-compliance memo.

Specifications on requisition must include a description of the item(s), quantity (per size if applicable), item color(s), imprint size, location(s), color(s), text and logo to be used, item number (if available), and date items are needed by.

Memberships

Membership must be approved by the appropriate VP.

Details on the requisition must include the following: University employees/department whom the membership is for, University mailing address, and membership dates.

Services

All services must be contracted before vendors come on campus. Additional paperwork may be required, and the Purchasing Office will screen each requisition before processing the purchase order to ensure all paperwork has been received.

Services may only be contracted or rendered after the requisition process. Departments will be issued a non-compliance memo for services rendered before the requisition process.

Independent Contractor Agreements, when used, must be executed before the service date. If under \$10,000, they may be processed for payment as a Non-PO Invoice. If over \$10,000 or requires multiple payments, a requisition must be routed before the start of the service date.

Technology/IT Purchases

Includes projectors, telephones, cameras, televisions, computers, computer equipment, printers, tablets, and external storage devices. Quotes must have OIT approval.

Software

Includes payment of licenses to access web-hosted software/platforms.

All software requisitions must have a quote approved by OIT and will require IT Security approval when submitted.

Prizes and Giveaways

Includes glass awards, gift cards, plaques, raffle prizes, etc.

All items must be listed on the [Prize/Gift Log](#) and must be purchased using an account authorized for these types of purchases. The log must be completed and submitted to Purchasing or Accounts Payable as soon as the items are given out. Items to be given away should be purchased and given away promptly, not held for future events.

Printing of Materials

Includes brochures, flyers, posters, decals, signs, etc.

All text and artwork to be printed must be approved by PRMIS.

Requesting department must contact [Print Services](#) for approval. If Print Services can produce the project, it will be done in-house. If the project cannot be done in-house, Print Services will provide written approval for the department to look for an outside vendor.

Any materials printed with an outside vendor without the written approval of Print Services will receive a non-compliance memo.

Furniture

For furniture purchases, please contact the Purchasing Office.

Improper Purchases

Purchases made improperly will be issued a non-compliant memo that must be filled out by the employee at fault and signed by the supervisor. The memo must then be sent to the Purchasing Office for review and approval before reimbursement or payment for the improper purchase will be released. These purchases include those made without proper approval/routing or without a contract/purchase order.

Improper purchases put the University at financial risk and create unnecessary administrative effort. They also violate state laws, TAMUS and TAMIU laws, policies, procedures, and rules. Repeated bypassing of purchasing procedures may, at the discretion of the Purchasing Office: require additional training, cause an individual or department to be penalized, and lose delegated purchasing ability.

The Purchasing Office reserves the right to request additional approvals as necessary.

The above list may not include all items that may be purchased but is intended to provide guidance. Please contact Purchasing (x2351 or purchasing@tamiu.edu) for questions on any additional purchases.