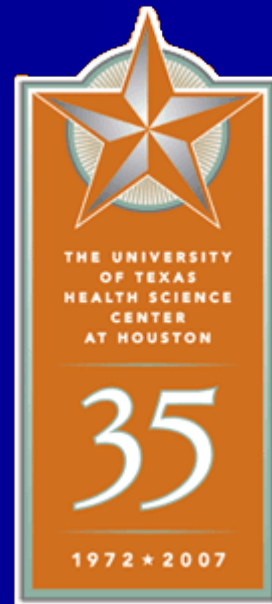


Procurement Services

UT Health Science Center at Houston
October, 2007



Procurement Organization



- Purchasing
- Accounts Payable & Disbursement
- BuyCard Program
- HUB (Historically Underutilized Business) & Small Business Program



How to Purchase Goods & Services

- Less than \$5,000
 - Purchase Order
 - Online Catalog (SciQuest)
 - Special Request
 - BuyCard
 - JP Morgan Chase Bank
 - \$2,000 single transaction limit

- Greater than \$5,000
 - Competitive bidding

Competitive Bidding

- Informal bidding
 - Requires three (3) bids (telephone, fax, email)

- Formal bidding
 - Invitation to Bid (ITB) – Award based on price
 - Request for Proposal (RFP) – Award based on “best value”

- Sole Source Justification
 - Documents reasons why a specific supplier can only provide the good or service
 - Requires a signed conflict of interest statement

- Contracts for the purchase of goods or services must be signed by a representative of Procurement Services



Purchasing Resources

■ SciQuest Catalog

- 16 high-volume vendors have on-line catalogs or interactive links to their websites
 - Fisher, VWR, Sigma, Invitrogen, Tejas Office Products
 - Available with or without access to the Financial Management System
 - Thru PeopleSoft FMS
 - “Assign Cart” functionality
 - “View Only”

■ UT Supply Mall

- Located in the basement level of MSB
- Frozen, refrigerated and dry goods
- 14 Suppliers, 800 Items
- 24X7X365 – Self Service – No paperwork



Additional Resources

- Procurement Services web site
 - <http://buy.uth.tmc.edu/>
 - Information related to policies, procedures, programs
 - Forms and contract templates
 - Access to UT Supply Mall inventory status

- UT Supply Chain Alliance
 - Group purchasing for six (6) UT health components
 - Contracts in place do not require additional bidding:
 - Core Lab Equipment
 - Sigma, VWR, Fisher agreements



Payment of Invoices

- Invoices processed by Accounts Payable
 - All payments against purchase orders
 - Requires validation of receipt of goods or services
 - Electronically in FMS
 - In writing from user via email
 - Electronic invoicing in place with high volume suppliers

- Paying invoices without a purchase order
 - Voucher entry with supporting documentation
 - Written justification if PO or contract was not in place



Additional Issues

- Commitment Control (Encumbrances)
 - Funds must be available in order to process a requisition, purchase order or voucher
- Special processing and approval
 - Animal Orders
 - Radioactive Material
 - Capital Equipment
- Memberships
 - Institutional memberships (approved list)
 - Paid directly to the organization
 - Individual memberships
 - Reimbursable expense
- BuyCard user is responsible for transacting business with approved suppliers
 - eBay and many .com organizations are not approved
 - Not PCI compliant (Payment Card Industry security standards)
- Historically Underutilized Business (HUB) Program
 - Supported by Dr. James Willerson, MD
 - Target participation levels set by President
 - Becoming an increasing factor in the appropriation of State funding
- Travel and Expense Reimbursement
 - Handled by Employee Reimbursement Team (Finance Department)



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