

# Procurement Training

**Original Implementation:** July 16, 2013

**Last Revision:** July 24, 2018

## Purpose

This policy addresses training requirements for employees who are involved in the procurement process.

## Definitions

**Centralized purchasing** requires the various departments and operational units of the university to make purchases utilizing the knowledge and experience of the procurement department.

## General

Various sections of the state government code, education code, and human resources code, in addition to numerous sections of administrative rules, apply to purchases made by Stephen F. Austin State University. University policies and procedures apply additional requirements to purchases.

Because the university adheres to a policy of centralized purchasing, the procurement office is charged with ensuring that applicable laws, rules, policies and procedures are followed for each purchase. Employees are required to be aware of their limited delegated purchasing authority and that various laws, rules, policies and procedures may affect the processing of their requisition to a purchase order.

To ensure that employees are knowledgeable about purchasing laws, rules, policies and procedures, mandatory training is required for the following employees:

- employees having access in the university's financial system to enter requisitions;
- employees having access in the university's financial system to approve requisition;
- officers and employees authorized to execute contracts, or exercise discretion in awarding contracts.

Training is required every two years. All training is documented in the university's myTraining system. Failure to complete training within 60 days of notification will result in all ordering for the department, including procurement cards, being shut down until the individual completes training. The procurement director may allow exceptions to the training timeframes for employees on FMLA leave, out of the country, or as otherwise deemed appropriate.

**Cross Reference:** Delegated Purchasing Authority (17.5); Tex. Educ. Code § 51.9337

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator

**Forms:** None

**Board Committee Assignment:** Finance and Audit