

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Procurement Training

Policy Number: 17.25

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/28/2015

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): The policy exists to address training requirements for employees.

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording changes only.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Procurement Training

Original Implementation: July 16, 2013

Last Revision: ~~July 28, 2015~~ 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, Therefore, 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