

## **FUNCTION OF THE PURCHASING DEPARTMENT**

Because we are accountable to the State of Texas, we are subject to many rules and regulations that are established by the State and Federal Governments, the Operating Procedures of TTUHSC, as well as the Rules and Regulations of the Board of Regents. It is the responsibility of the Purchasing department to ensure that all purchases for goods and services are in compliance with statutes and policies.

While purchasing procedures must comply with rules and regulations, they must also accommodate the needs of the institution and recognize the mission of Texas Tech University Health Sciences Center. The needs of the various departments are as diverse as the individuals responsible for the purchasing function within each department. The diversity of the work that is being done at Texas Tech University Health Sciences Center, the rate of growth and the continual addition of programs provide a very real purchasing challenge.

In order to meet the challenge of providing the goods and services needed by each department in a timely manner, certain levels of purchasing responsibility have been delegated to the fund managers and their delegates who are responsible for understanding the limits of their authority, as outlined within the Purchasing Manual, and for understanding the rules and policies which govern the purchasing process that is to be used to purchase goods or services.

Fund managers must ensure that delegated persons are technically proficient and trained for their roles and are responsible for the transactions of their delegated persons. Fund managers and delegated persons are required to demonstrate competence in their responsibilities. Mandatory training may be periodically required to maintain fund manager or delegated person status. Online training resources, including a Finance Reference Guide, are available at <http://www.fiscal.ttuhscc.edu/banner/training.aspx>. Departmental requests for additional training or materials may be sent to [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu)

Department heads are responsible for assigning competent and knowledgeable staff as fund managers and delegated persons. Department heads will be notified of failure to follow policies, staff requiring additional training or being removed from their roles, and other issues as appropriate. The Dean or Vice President will be notified when contact with the Department head is insufficient to resolve fund manager or delegated person issues.

Neither fund managers nor their delegates have the authority to order goods or services prior to obtaining a purchase order, except as allowed by the Purchasing Card OP 72.15 or the Direct Pay OP 72.03.