



TEXAS A&M UNIVERSITY SAN ANTONIO

Non-Compliant Policy and Procedure

When a purchase is made that fails to follow the correct purchasing procedures, a non-compliant purchase requisition must be submitted to Procurement Services with proper documentation for review and approval. **Reminder:** Unless specifically exempted, **ALL** purchases that exceed the current department delegation of \$10,000 are required to route through Procurement Services prior to placing the order and/or prior to the execution of a formal contract.

When it is determined a non-compliant order has been issued, the following steps need to be taken to receive approval for the payment of the invoice.

1. A purchase requisition is to be submitted to Procurement Services with any/all backup documentation. Documentation must include the invoice that is due, a letter of explanation, and the email confirmation of completion of the purchasing training course.
2. Letter of Explanation: The letter shall be addressed to Robby Bounds, Executive Director of Procurement Services, signed by the department head, and attached to the purchase requisition. The letter must state **What** happened, **Why** it happened and **What** steps have been put into place to prevent future non-compliant purchases.
 - What happened: Provide details of the purchase; what was purchased, what vendor was used, and the total price of the order.
 - Why it happened: Provide details as to why the purchase was made, including the business purpose of the purchase and why proper procedures were not followed.
 - What steps have been put into place: Explain what procedures your business office has adopted to ensure all purchases route properly through Procurement Services.
3. Purchasing Training: The individual that placed the order is required to take online purchasing training within TrainTraq, Course #2112370. Upon completion of the course, the individual will receive an email confirmation. This is to be included with your documentation that is attached to the purchase requisition.
4. Upon receipt, the purchase requisition and all required documentation will be reviewed and submitted to the Executive Director for approval. Upon approval, the requisition will be converted to a purchase order and payment can be processed. By means of this approval, the department will be notified that continuation of such purchases may result in the limitation or termination of departmental purchasing authority and/or employee disciplinary action taken in accordance with university procedures.