



SUB-TOPIC

**PURCHASES THROUGH THE TEXAS BUILDING AND PROCUREMENT COMMISSION, Continued**

**2. Contract Purchase Order (Non-Automated):**

UTD Purchasing prepares a contract purchase order from a purchase requisition submitted by a requisitioner and forwards copies to the Texas Building and Procurement Commission. Items affected are those whose prices change so frequently it would be impractical to place them into an automated. The GSC then applies a Board of Control Number (see Exhibit E2) and distributes copies of the order to the vendor and UTD Purchasing.

**3. Open Market Purchase Requisition (Over \$25,000):**

This requisition is used when all the following conditions are established:

- a. Total purchase price is in excess of \$25,000 per commodity class.
- b. Items requested have not been contracted by the Texas Building and Procurement Commission.
- c. State funds are the fund source (although local funds can be used for purchases of state contract items at Purchasing Department discretion).
- d. Purchase of goods (not services).

The Texas Building and Procurement Commission receives the requisition from UTD Purchasing, sends bids to all bidders listed for the particular commodity and issues a purchase order to the lowest and best bidder.

Once the award is made, the Texas Building and Procurement Commission will issue a purchase order (see Exhibit E3) to the vendor.

The requisitioner may request review of the bids prior to placement; however, a statement to that effect must be included on the original requisition. The Texas Building and Procurement Commission is not required to transmit any bid for review; therefore, do not request review unless there is sufficient merit to the case. The requisitioner may justify the selection of other than the recommended award, based upon stated technical or functional specifications. The Texas Building and Procurement Commission will consider the justification; however, it reserves the right to challenge any justification submitted.