

Research Purchases PCC - R

The Comptroller of Public Accounts (CPA) may delegate to institutions of higher education upon written request the authority to purchase supplies, materials, services or equipment for research projects from state funds appropriated for that purpose. The written request for delegation of research purchasing authority must be made to the Director of Procurement. Please contact the Procurement Review Section at (512) 463-3242 for a list of institutions of higher education who have requested and been granted this delegation.

An institution of higher education who has been granted delegated authority for research purchases shall follow the CPA's monetary limits and purchasing procedures regarding competitive bidding in making these type of purchases. When making these purchases the institution of higher education may consider other factors, including quality, reliability, expected life span, and compatibility with existing equipment.

The following declaration must be on the purchase document:

"This purchase complies with the statutes and all Commission rules and procedures pertaining to the delegation of research purchasing authority."

The appropriate delegated bidding procedure is to be used in accordance with the dollar amount to be purchased (see matrix in Section 2.11 General Procedures). The institution of higher education will have the responsibility for handling complaints and protests. Purchases will be made in accordance with the statutes, CPA rules and procedures, except there is no upper dollar limit.

All research purchases made through the research delegated authority over \$25,000 are pre-audited by the CPA Procurement Review Section. Institution of higher education must send the purchasing documentation for document type 3 contracts, PCC R, to the CPA, Procurement Review Section, 1711 San Jacinto, Rm 304, Austin, TX 78701 or P.O. Box 13186, Austin, TX 78711 immediately after the date of award. This will expedite the payment approval process.

SECTION 2.19
REVISED DATE: 06/98