

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Procurement and Business Services Policy FO -PUR-13
How to Purchase Liv 0 Tc 0 iv 0 Tc 0 iv 0 Tc 0 iv 0 Tc 0 i AUTHORITY

Texas purchasing statutes were broadly written to cover purchase of goods and services needed by the state. The Texas Government Code does not include unique methods for purchase of live animals. The University's method involves four basic actions.

1. Purchase live animals through a public or private auction
2. Describe in writing the required qualities of the needed commodity.
3. Solicit offers by advertising those requirements to the public.
4. Select the lowest and best offer(s) received, meeting those requirements.

DEFINITION

Live animals are beef cattle, dairy cattle, chickens, goats, hogs, horses, sheep, etc. as listed in the commodity class for live animals.

PURCHASE OF LIVE ANIMALS AT A PUBLIC OR PRIVATE AUCTION

The Agriculture Department will have the authority to purchase live animals at public and private auctions in an amount, not to exceed fifteen thousand dollars \$15,000 per auction.

BID PROCEDURES (OTHER THAN PUBLIC OR PRIVATE AUCTIONS)

For purchases up to \$15,000, Agricultural Sciences adheres to Purchasing Policy PUR-09 and completes BearKatBuy Requisition. Only one bid is required.

For purchases over \$15,000, the department adheres to Purchasing Policy PUR-09. Purchases over

Sam Houston State University
A Member of The Texas State University System

Step 6. If the quality and quantity requirements are not met by the lowest bidder, then award will proceed to the second lowest and so on until the quality and quantity requirements are met. Adequate documentation shall be made whenever a low bidder is not selected. Preferred is a spreadsheet listing the grading of the animals. Procurement and Business Services will issue one or more purchase orders as needed.

Reviewed by: Tessy Rappe', AVP Finance and Operations
Renee' Starns, Exec. Director, Procurement and Business Services

Review Date: September 2020

Next Review Date: August 2023