



What We Do

- Procure goods and services with a spend of approximately \$121,124,623 million annually
- Administer procurement processes, including competitive solicitations, group purchases and exclusive acquisitions
- Manage the Rowdy Exchange eProcurement system, which provides UTSA with electronic procurement tools used for the coordination of purchasing goods and/or services in an effective and efficient manner
- Assist Historically Underutilized Businesses to compete for contracts and purchases and to improve community awareness

Training

- Purchasing Rules and Regulations (AM 0580)
- Rowdy Exchange Procurement Requestor Training (CT0990)
- Rowdy Exchange Intermediate Requester Training (CT893)

Procurement Authorization Levels

\$0.01 to \$14,999.99	Authorized limit for department requesters. Bids not required, but recommended.
\$15,000 to \$50,000	Requisitions submitted to Purchasing. Purchasing solicits three informal quotes — at least two from HUB vendors.
\$50,000+	Requisitions submitted to Purchasing, which issues formal competitive solicitations — at least two from HUB vendors.

bit.ly/CompetitiveThresholdRequirements

Mission

Procure goods and services in accordance with all federal, state and system regulations, and obtain the best procurement value upholding and supporting the educational and research missions of the university. It is the department's goal to serve our customers with professionalism, courteousness, efficiency, accuracy and timeliness.



Ranks in the top 10 for percentage spent with HUBs in the State of Texas, and is currently #9 with 26.51% among college and universities in the FY20 Annual HUB Report. UTSA is recognized as a leader among state agencies, spending on average \$32 million every year with HUBs (\$75 million over the past three fiscal years). UTSA is #2 within the UT System for percentage of HUB spending in FY20.

Contact Us

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