



March 22, 2013

## **PROCUREMENT GUIDELINES**

### **PROCUREMENT OPERATIONS HOUSTON COMMUNITY COLLEGE SYSTEM**

Procurement Guidelines are issued by the Executive Director under Article 1 of the Houston Community College Procurement Operations Procedures Manual.

#### **No. 7**

Subject:       **Purchases from Employees**

The purpose of this guideline is to document the general process and rules governing purchases from an HCC officer or employee as may be requested from user departments throughout the system.

Purchases by whatever means including, p-card, purchase order and purchase voucher from an HCC officer or employee are prohibited except as provided herein. In addition, purchases from any person or entity with which HCC officer or employee has a family, financial or personal relationship must be disclosed and managed in accordance with HCC Conflict of Interests Certification Form.

The purchase of goods or services from any HCC officer or employee is prohibited unless the price is equal to or less than that which can be obtained from any other known and ethical source, regardless of the dollar amount. For any purchase from an HCC officer or employee, including but not limited to p-card, purchase order and purchase voucher greater than \$2,500, requestor must demonstrate pricing from a minimum of two other sources in addition to the quote submitted by the officer or employee.

In addition the purchase of a good or service from an officer or employee must be substantially outside the scope of their duties as an HCC officer or employee. Purchase of goods or services similar to the scope of duties as an HCC officer or employee shall be

reviewed and approved by the Director of Compensation & Payroll in advance of any good or service being delivered.

Any request for the purchase of a good or service from an officer or employee (outside of their scope duties) must be approved by the Executive Director of Procurement in advance of any good or service being delivered and shall conform to the thresholds as noted in Section 4.5 “Process for Certain Dollar Thresholds” of the Procurement Procedures Manual. Requestor must make such request using the established electronic requisitioning process.

The “Direct Payment” method for the purchase of goods or services from any HCC officer or employee is strictly prohibited.

A proprietary purchase from any HCC officer or employee may be acceptable, but only with prior approval of the Executive Director Procurement Operations.

As internal guidelines and supplemental guidance under Article 4 of the Houston Community College (HCC) Procurement Procedures Manual, “Purchase Requisition Processing,” this Guideline shall govern the process for purchases from employees. The Procurement Operations Department is responsible for the procurement of all goods and services for the entire Houston Community College System. This Procurement Guideline is supplemental to all Texas State Statutes and Houston Community College resolutions and policies governing purchases from employees.