

QUICK REFERENCE PURCHASING SWTX

2026

INDEX



SPENDING LIMITS

- Under 50K
- 50K-100K
- Over 100K
- Consortium
- Per policy

STEPS TO PURCHASE

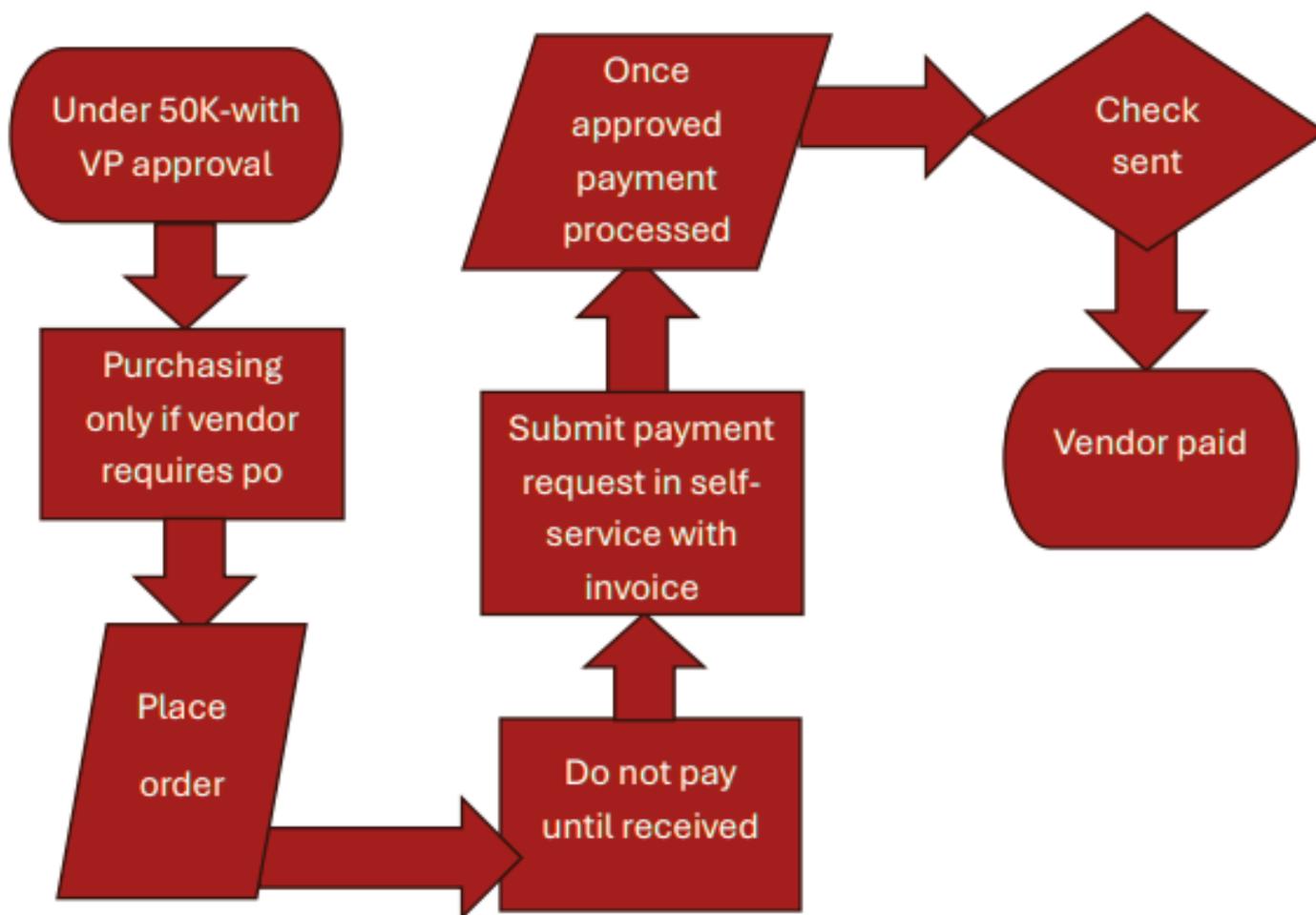
LET'S START



STEPS:

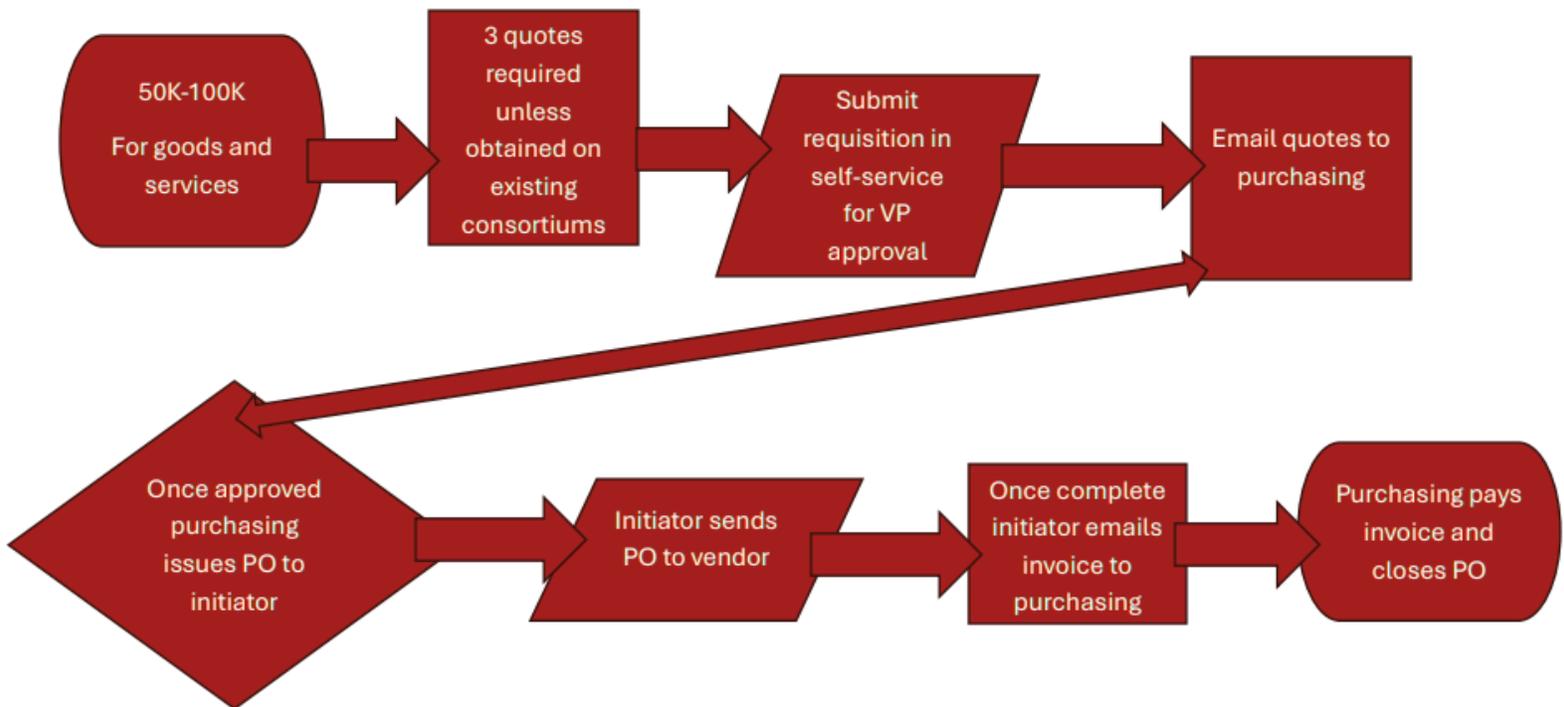
1. Get quotes
2. Submit requisition in self-service for VP approval
3. Send quotes via email to Purchasing
4. Once approved, PO is sent to initiator
5. Initiator sends PO to vendor
6. Once complete, initiator sends invoice to Purchasing via email
7. Purchasing pays invoice and closes PO

UNDER 50K



With VP approval, does not need to go through purchasing unless vendor requires PO.

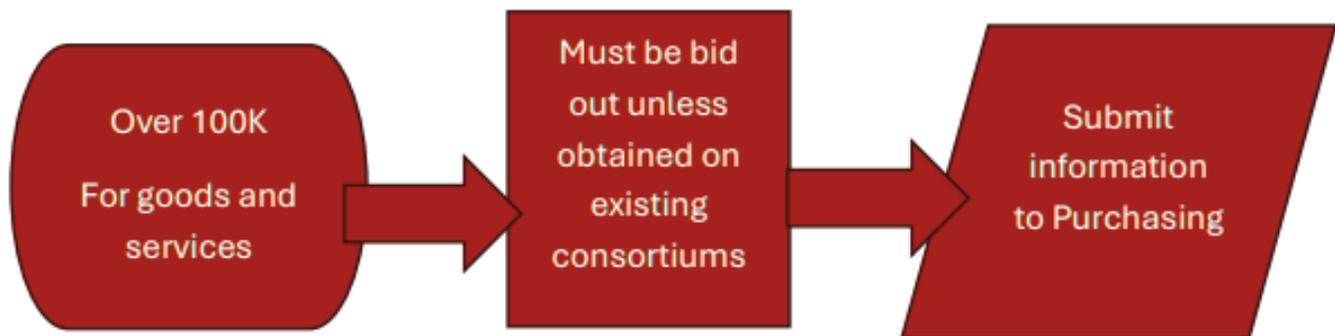
50K-100K



For goods and services need 3 quotes unless obtained under existing consortiums.

OVER

100K



For goods and services need to be bid out unless obtained under existing consortiums.

CONSORTIUM



Already approved vendors for use by state.

All purchases are included in the aggregate for all campuses.

PER POLICY



Purchasing reserves the right to choose other vendors or comparable items if the cost is less or is better value for the college.

CONTACT **INFORMATION**



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UVALDE - FLORES STUDENT SERVICES BUILDING

SWTX PURCHASING POLICIES

LIMITS

Under 50K

50K-100K

Over 100K

Consortium

Per policy

POLICIES

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