



MEMORANDUM

TO: All Client Departments

FROM: Rogelio Anasagasti, Executive Director Procurement Operations 

DATE: September 4, 2018

SUBJECT: **Unauthorized Purchase Request and Department's Responsibilities**

Please be advised that it is the Policy of Houston Community College (HCC) that any request for the purchase of goods or services must follow the procurement process as defined in the current HCC Policy, see [CF \(Legal\)](#).

The procurement process requires that departments begin with a general description of the good or services required. This information should be included with your requisition which must be budget checked and approved within PeopleSoft through your designated workflow before it arrives in the Procurement Operations Department. Failure to follow these steps will result in delays in processing your request.

Once Procurement receives your request, a member of the team will take lead in reviewing the requirements and sourcing the request in accordance with current HCC policy and procedures.

Departments that solicit a supplier to provide a good or service before the procurement process has been completed and receive any goods or services before Procurement has issued an approved purchase order are in violation of HCC Policy [CF \(Local\)](#).

In addition, departments shall not request a supplier to make changes to the item(s) noted on an approved purchase order and/or request changes in delivery location without first working through the Buyer of record as noted on the purchase order.

Such violation of policy shall be considered an unauthorized purchase and any employee that engages in such practice may be held personally responsible for the liability and may be subject to discipline, up to and including discharge of employment in accordance with HCC Policy. Attached is the newly developed Unauthorized Purchase Procedures and The Unauthorized Purchase Approval Request form.



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Please know that suppliers have similarly been advised that such practices of requesting a good or service before a sourcing event and receipt of an HCC approved purchase order, is a violation of HCC policy and will not be paid by HCC.

Additional information regarding the procurement process can be found on the Procurement Operations Department [website](#).

We thank you in advance for your strict adherence to this policy and welcome any questions or comments you may have via email to Procurement.Operations@HCCS.edu.

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