



MEMORANDUM

TO: All Current & Potential Suppliers

FROM: Rogelio Anasagasti, Executive Director Procurement Operations 

DATE: September 4, 2018

SUBJECT: **Unauthorized Purchase Request and Supplier'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 \(Legal\)](#).

Suppliers are reminded that a request, received from any HCC department or staff member, for a good or service that is not under an existing HCC contract and purchase order should not be fulfilled. Failure on the part of the supplier to deliver any goods or services without a properly approved-executed purchase order shall be at the sole risk and expense of the supplier and will not be honored for payment.

It is the Policy of HCC, that all internal user departments work through the centralized Procurement Operations Department to ensure the process is followed. In doing so, requesting departments shall first define their requirements, which will then be sourced in accordance with all current policies and procedures. Once the sourcing process is completed, an approved purchase order will be issued to the awarded supplier.

Suppliers can easily distinguish an approved purchase order through the following steps:

1. You will receive a confirmation email with a copy of the approved purchase order from the assigned Procurement staff (Buyer of record) responsible for the purchase;
2. The approved purchase order will have the electronic signature of the assigned Buyer of record; and
3. Only the items noted on the approved purchase order at the price noted shall be accepted.

The only allowed exception shall be for a purchase to be paid with the requesting department's HCC assigned p-card. Suppliers are hereby put on notice that at no time, shall a p-card order be intentionally divided to accommodate the total purchase dollar value of any request.



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In addition, any request for changes to the item(s) noted on the approved purchase order and/or changes in delivery location shall only be honored with a properly approved change order purchase order. Such change order must first be coordinated through the Buyer of record as noted on the purchase order.

Please note that any purchase order that states "unauthorized" in the signature section and does not include the Buyer of record's electronic signature, is not binding and should not be accepted.

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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