



STATE OF TEXAS  
OFFICE OF THE GOVERNOR

Date Revised

Revision

Policy Number

**Subject: Financial Services Division -Purchasing**  
Accountability and Staff Responsibilities Related to Purchasing

Sub Topic: Financial Services Division - Levels of Purchasing Accountability and Staff Responsibilities Related to Purchasing

**Policy**

It is the policy of the Office of the Governor (OOG) to maintain and comply with accountability procedures governing purchasing.

The Purchaser, Financial Services Director and Senior Accounts Payable Accountant, and their respective staff are encouraged to work as a team with each other and other employees of the OOG to implement this procedure. The Purchaser, Financial Services Director and Senior Accounts Payable Accountant and their respective staff should interact and work cooperatively with other members of the OOG, including the Division Management and Program Staff, Executive Management, and Legal Services.

**Background**

Government Code, §2261.256 (a)(3) calls on state agencies to develop and comply with a purchasing accountability procedure that provides for “establishing clear levels of purchasing accountability and staff responsibilities related to purchasing.”

**Procedures**

The OOG Purchaser, the Financial Services Director and the Senior Accounts Payable Accountant are primarily responsible for developing and maintaining internal policies and procedures to maximize purchasing accountability. Other OOG staff play a role in the OOG's overall purchasing activities.

**Purchaser Responsibilities**

1. The Purchaser is responsible for the OOG's overall compliance with procurement laws relating to the purchase of goods and services, and compliance with OOG policies and procedures relating to purchasing.
2. The Purchaser, for purchases over 25,000, is responsible for verifying and documenting by the Purchasing Memo, the use of best value standards.
3. The Purchaser is responsible for acting as the primary point of contact for communications between the OOG and vendors relating to the solicitation of good and services.
4. The Purchaser in collaboration with the Director of Information Resources is responsible for coordinating with the Department of Information Resources as necessary relating to the procurement of information resources technology items.
5. The Purchaser will, at least annually, review the OOG Purchasing Manual and any OOG purchasing policies, procedures and protocols to assess compliance and identify any updates or additional guidance needed. The Purchaser, by November 30<sup>th</sup> of each year, will confirm via written notification to the Financial Services Director this review has occurred.
6. The Purchaser serves as a procurement resource for the OOG and is responsible for coordinating OOG procurement activities with the Initiating Division, Financial Services, Legal, Administration and Executive Management and any other division as may be appropriate given the type of procurement.
7. The Purchaser maintains the OOG procurement file.
8. The Purchaser is responsible for performing any risk assessments in coordination with the Contract

Managers, including evaluations for enhanced contract monitoring.

9. The Purchaser is responsible for coordinating with the Contract Managers to provide procurement and contract management information and other data to other state agencies, required posting and notices and internal auditors.

#### **Financial Services Director Responsibilities**

1. The Financial Services Director is responsible for reviewing and approving the OOG's Purchasing Manual, and any OOG purchasing policies, procedures, or protocols for compliance with procurement laws relating to the purchase of goods and services, and compliance with OOG policies and procedures relating to purchasing. The Financial Services Director, by November 30<sup>th</sup> of each year, will confirm via written notification to the Chief of Staff and the Internal Auditor that the annual review of the OOG Purchasing Manual and any purchasing policies, procedures, and protocols to assess compliance and identify any updated or additional guidance has occurred.

2. The Financial Services Director is responsible for determining that the OOG has sufficient funds in place to fund the procurement.

3. The Financial Services Director, together with the Purchaser, is responsible for providing internal training to employees of the OOG on purchasing policies and procedures.

4. The Financial Services Director is responsible for maintaining the procurement purchases "Contract Review and Assurance" sheet. By November 30<sup>th</sup> each year, the Financial Services Director will confirm via written notification to the Administration Director that the sheet is been reviewed and if indicated, updated.

5. The Financial Services Director will maintain records of training and certification of the agency's purchasing and contract management personnel.

6. The Purchaser is responsible for the OOG's Procurement Plan and the filing of it with the Comptroller's Office by November 30<sup>th</sup> each year.

#### **Accounting Responsibilities**

1. The Senior Accounts Payable Accountant is responsible for the OOG's overall compliance with payment processes.

2. The Senior Accounts Payable Accountant is responsible for receiving invoices or other requests for payment from vendors, providing those invoices to the Contract Manager, and obtaining approval from the Contract Manager to pay.

3. The Senior Accounts Payable Accountant is responsible for ensuring compliance with the Prompt Payment Act.

4. The Senior Accounts Payable Accountant tracks the funds paid and notify the Financial Services Director if the funds requested to be paid would exceed the contract liability.