



STATE OF TEXAS
OFFICE OF THE
GOVERNOR

Date Revised
9/1/15

Revision
1

Policy Number

Subject: Purchasing Accountability Procedure

Sub Topic: Purchasing Accountability and Staff Responsibilities

Policy

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

The Purchaser and Financial Services Director 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 and Financial Services Director 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 §Sec. 2261.256 (a) calls on state agencies to develop and comply with a purchasing accountability procedure.

Procedures

Primary responsibility for developing and maintaining internal policies and procedures to maximize purchasing accountability lies with the OOG Purchaser and Financial Services Director.

Purchaser Responsibilities

- 1) By November 30th of each year, the Purchaser shall confirm via written notification to the Financial Services and Internal Audit Directors the following:
 - a. The documentation standards contained in the OOG purchasing manual, policies, procedures, and protocols incorporate and adhere to current state law and administrative rule;
 - b. The documentation standards contained in the OOG purchasing policies, procedures, manuals, and protocols provide the required guidance for OOG purchasing activities and decisions.
- 2) The Purchaser shall ensure that the OOG Purchasing Manual incorporates current requirements for the administration of contracts found in state law and administrative rule, including requirements to conduct risk analysis procedures and enhanced contract monitoring efforts when required.

Financial Services Director Responsibilities

- 1) By November 30th of each year, the Financial Services Director, through the Director of Administration, shall confirm via written notification to the Chief of Staff and the Internal Audit Director the following:
 - a. The OOG's purchasing personnel have completed training and certification required under Government Code 2155.078;
 - b. The agency's contract managers complete the training developed under Texas Government Code §2262.053; and
 - c. Upon information received from Human Resources Director, all OOG staff members have been informed of their responsibilities to adhere to ethical standards and to avoid

conflicts of interest or the perception of conflicts of interest.

- 2) The Financial Services Director shall report to the Director of Administration and shall deliver all required procurement reporting and notifications in compliance with state law and administrative rule, including the submission of the annual procurement plan to the Comptroller's Office by November 30th of each year
- 3) By November 30th of each year, the Financial Services Director and the Director of Administration shall review and approve the Purchasing Accountability Procedure and the OOG Purchasing Manual.