



Standard Operating Procedure

I. Title: Exclusive Acquisition Approval Authority Levels

II. Purpose: To monitor use of sole source contracts for construction and professional services by implementing approval authority on dollar thresholds.

III. Actions: The following dollar thresholds are to receive the respective approval authority on exclusive acquisition contracts administered through Project Management and Construction Services.

Up to \$100,000	Director, Project Management and Construction Services
Over \$100,000	Associate Vice President, Campus Planning and Project Management

All Exclusive Acquisition, no-bid contract justifications (excludes TIPS and BuyBoard) will be posted on PMCS Website. Justifications will remain posted for one (1) year from posting date.

IV. References

Senate Bill 20

Audit Report Action Plan. Audit Report No. 06-052

Governor Abbott Memorandum 01/28/2015