

Purchasing Forms Revisions

College Division Administrators (CDA)
Meeting Presentation
10/14/2021

Presenting Today

- Robert S. Adkins
 - Purchasing Director
 - 713-743-7488
- Shawn Rand
 - Fleet Services Manager
 - 713-743-2453
- Otu Inyang
 - Environmental Health and Safety Manager
 - 713-743-5867

Three Revised Purchasing Forms are Effective on November 1, 2021.

- [Pre-Approval Form for Requisitions with Environmental Health and Safety \(EHS\) Hazardous/Regulated Materials](#) (Formerly Addendum B)
- [Vehicle Purchase/Replacement Request Form](#)
- [Summary for Purchases Exceeding \\$100k](#) (Formerly Addendum C.)

Procedure Revisions

- UHS Purchasing Guidelines
- MAPP 04.01.01, Purchase of Goods, Materials, and Supplies through the Purchasing Department
- MAPP 03.01.04, Fleet Management Plan

Pre-Approval Form for Requisitions with EHS Hazardous/Regulated Materials

- Form replaces the Addendum B.
- Form is in editable .pdf format.
- Removes vehicle purchase approvals.
- List of hazardous and regulated materials is linked to a list posted on the EHS website.
- Adds attestation that submitter reviewed EHS list and fully disclosed regulated items.

Vehicle Purchase/Replacement Request Form

- Form is in editable .pdf format.
- Adds Purchasing and AVP Facilities Services approval.
 - Removes Facilities' vehicle approval from the Addendum B.
- Required for all vehicle and golf cart leases and purchases.

Summary for Purchases Exceeding \$100k

- Replaces the Addendum C.
- Form is in editable .pdf format.
- Now only one page.
- Adds CDA to “Dean/Director” signature block.
- Adds BOR approval information.
- Required for purchases exceeding \$100k and for contract amendments that increase contract value above disclosed value.

Conclusion & Questions

- Robert S. Adkins, Purchasing Director
 - 713-743-7488
 - rsadkins@central.uh.edu
- Shawn Rand, Fleet Services Manager
 - 713-743-2453
 - llrand@central.uh.edu
- Otu Inyang, Environmental Health and Safety Manager
 - 713-743-5858
 - ehs@uh.edu