



On behalf of

# Procurement & Contract Services, Welcome to TWU!

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## Our Mission

Operating as part of the Office of Finance & Administration, we're here to support TWU's mission in a manner consistent with state & federal laws, and university policies & procedures.

We're here to guide you safely through the rules and regulations around:

- the procurement of materials, supplies, and services you need for your department's programs & activities.
  - using your state-issued Purchasing Card (PCard) and/or Travel Card.
  - getting reimbursed for expenses paid out of pocket.
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## FYI

### Procurement

is the process of purchasing goods or services.

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### Contracts

are legally binding written agreements where a supplier provides goods and/or services.

### You Should Know...

A purchase order is a form of a contract.

Anything that requires a signature **MUST** be reviewed by Procurement and Contract Services (PCS) and only certain individuals at TWU have approval authority to sign on behalf of the University.



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## You Should Know...

All purchases and contracts are reviewed and approved in Procurement and Contract Services (PCS).

## Purchasing Process

For all allowable items, the most cost effective method for purchasing services, supplies, and equipment is through the use of the state-issued PCard. You can see the restricted items list and purchase limits here:

<https://twu.edu/procurement/procurement-card-pcard-program/pcard-guidelines/>

For those items that are not allowable expenses on the procurement card, most purchases require the input of a requisition. A requisition is initiated by the department and processed through Procurement and Contract Services. Once a requisition is approved, departments should allow a minimum of 5 business days for that requisition to be converted to a purchase order.

## Helpful Links

**Start Here:** <https://twu.edu/procurement/>

**Learn about Purchasing:** <https://twu.edu/procurement/purchasing/>

**Training Calendar:** <https://twu.edu/procurement/training-and-resources/>

**Bridge Training:** <https://twu.bridgeapp.com/learner/courses/7962f58c/enroll>

You have questions?

We have answers!



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**Contact Us:**  
940.898.3535 -or- 81-3535

**Contracts:** ..... [twucontracts@twu.edu](mailto:twucontracts@twu.edu)  
**Credit Cards (PCard, Travel Card):** [ccservices@twu.edu](mailto:ccservices@twu.edu)  
**Purchasing:**..... [procure@twu.edu](mailto:procure@twu.edu)  
**Supplier Services:**..... [twusupplier@twu.edu](mailto:twusupplier@twu.edu)

## Popular Services

- Purchasing
- Contracts
- Supplier Set-Up
- PCard and Travel Card Services

## Popular Articles

- Procurement Guidelines
- Common Delays in Converting Requisitions to Purchase Orders
- Concur FAQ's
- Training and Resources

Cut out this contact card to keep for quick reference!