**Procurement Forum Agenda**

Location: Microsoft Teams Meeting

Date: Wednesday, January 10, 2023

Time: 10:00a.m. – 11:00a.m.

Procurement Services Team:

Paul Fitts, Manager, Procurement & Property Services / HUB Coordinator

Sheila Darcey, Senior Procurement Specialist

Daniel Pippin, Procurement Reporting Analyst

Jaime Romero, Procurement Specialist II

Rebecca Stanly, Inventory and Property Control Coordinator

**Agenda Items**

1. New Job Aids for Requisitions
2. Proper Use of Exclusive Acquisition Justification (EAJ)
3. Executed Contracts to PO Dispatch
4. Group Purchasing Organizations (GPOs) [<Link>](https://www.utsystem.edu/offices/business-affairs/group-purchasing-organization-gpo-accreditation-program)
5. Informal Bid Process
6. Asset Management and Inventory Control Update
7. Reminders and Q&A

Additional information

If you have a topic you would like to discuss at the next forum please email [purchasing@uttyler.edu](mailto:purchasing@uttyler.edu).

The Procurement Procedures Manual can be found at the link below:

<https://www.uttyler.edu/procurement-services/files/procurement-procedures-manual-092023.pdf>

Procurement Services appreciates you!