



OFFICE OF INTERNAL AUDITS
THE UNIVERSITY OF TEXAS AT AUSTIN

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MEMORANDUM

To: Dr. Jay C. Hartzell, President
The University of Texas at Austin

From: Ms. Sandy Jansen, CIA, CCSA, CRMA
Chief Audit Executive

Subject: Contracting and Purchasing Compliance

Date: October 23, 2024

A handwritten signature in blue ink that reads "Sandy Jansen".

The Office of Internal Audits is required to conduct an annual review of university policies and procedures related to the Texas Education Code (TEC) §51.9337 on purchasing authority. Based on our assessment, The University of Texas at Austin has generally adopted the required policies and procedures outlined in TEC §51.9337.

The objective of the review is to determine whether The University of Texas at Austin complies with TEC §51.9337 requirements by developing policies and procedure as follows:

- A contract management handbook with consistent guidance on contract review procedures and risk analysis procedures
- Delegation of contracting authority
- Training for purchasing and contracting staff
- Code of ethics, standards of conduct, and policies on conflicts of interest, conflicts of commitment, outside activities, and institutional resources and training
- Fraud investigation policies and internal audit risk assessment processes

Our procedures did not include testing compliance with the policies and procedures. This certification will be included in the Annual Audit Report to the State Auditor's Office as required under Texas Government Code § 2102.

cc: Mr. Rogelio Anasagasti, Assistant VP, Procurement and Payment Services
Ms. Linda Shaunessy, Business Contracts Administrator
Dr. Daniel Slesnick, Interim Vice President and Chief Financial Officer
Ms. Christy Sobey, Director of President's Office Operations