




OFFICE OF INTERNAL AUDITS
THE UNIVERSITY OF TEXAS AT AUSTIN

1616 Guadalupe St. Suite 2.302 • Austin, Texas 78701 • (512) 471-7117
audit.utexas.edu • internal.audits@austin.utexas.edu

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, Project #22.032

Date: September 16, 2021

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. 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, 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 of 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
Mr. Darrell Bazzell, Senior Vice President and Chief Business Officer
Ms. Monica Horvat, Director of Administration for the President
Ms. Melissa Loe, Interim Chief of Staff, Financial and Administrative Services
Ms. Linda Shaunessy, Business Contracts Administrator