



**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, Project #23.033

Date: October 21, 2022

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. 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 Presidential Priorities  
Ms. Melissa Loe, Chief of Staff, Financial and Administrative Services  
Ms. Linda Shaunessy, Business Contracts Administrator