

**ADMINISTRATIVE PROCEDURES**

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| **40.09 Equipment Specifications Committee**  | **Revised: December 8, 2023** |

1. GOVERNING REGULATIONS

The Equipment Specifications Committee is governed by Administrative Procedure [40.05](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/4005%20Purchasing%20Procedures.docx) *Purchasing Procedures*.

2. PURPOSE

 The Equipment Specifications Committee develops and maintains a current and comprehensive set of specifications for the following equipment types:

2.1 trucks and related accessories

2.2 dozers and related accessories

2.3 transport tractors and trailers

2.4 other major equipment items

3. MEMBERSHIP

 Committee members are appointed by the Department Head Council with term lengths of three years. Generally, twelve employees comprise the committee, including a representative from the Purchasing Department. The committee meets semiannually or as needed based upon equipment purchases. The Department Head Council appoints the chair.

4. RESPONSIBILITIES

 The Committee does the following:

4.1 Provides a forum for the exchange of ideas and information regarding the specifications that best perform the needed tasks and provide best value.

4.2 Annually develops a list of equipment specifications with current cost and distributes the list to departments.

4.3 Assists the Purchasing Department in ensuring that annual equipment allocation purchases are based upon the committee’s specification recommendations.

4.4 Researches and develops specifications and estimated cost for any special needs equipment.

4.5 Assists the Purchasing Department in developing bid specifications for equipment purchasing.

5. REPORTING

 The Committee reports to the Department Head Council.

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