



TEXAS TECH UNIVERSITY™
Office of Procurement Services

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TechBuy Guidelines for Entering Requisitions for Unmanned Aircraft Systems & Drone Purchases and/or Services

The following guidelines are intended to provide assistance for individuals entering requisitions for Unmanned Aircraft Systems & Drone Purchases and/or Services. The Procurement Services Department has made every effort to ensure that the guidelines follow TTU operating policies and federal and state regulations. However, in the event of conflict between these guidelines and operating policies and any federal regulations, the federal and state regulations prevail first, and operating policies shall prevail.

Policy:

The Federal Aviation Administration (FAA) has jurisdiction over all navigable airspace in the United States. All unmanned aircraft systems (UAS) operations for commercial or business purposes are subject to FAA regulation. In order for public universities to operate UAS for research purposes, they must apply for and be granted a Certificate of Authorization (COA) for each flight location or have a Remote Pilot Certificate from the FAA. The certificate must be obtained prior to the flight. Student/Hobbyists have been granted an exception if they meet the requirements set forth by the FAA. TTU employees and departments must comply with all regulations and requirements. TTU will not execute any agreement or pay for any transaction that does not comply with these guidelines.

Purchasing Procedure:

The purchase of UAS falls under [OP 76.07](#): *Purchasing Approval and Flying of Unmanned Aircraft Systems on Texas Tech Property*.

- A. All TTU employees or departments purchasing a UAS/Drone, or parts to assemble with university funds, funds disbursed through a university account, or grant funds must first obtain the written approval from the Department of Environmental Health and Safety (EH&S) For more information on what is required for EH&S approval please review their [resources page](#).
- B. After written approval is received from the EH&S, TTU employees and departments wishing to operate a UAS as part of their employment or research requirements must first have either a Certificate of Waiver or Authorization (COA) or a Remote Pilot Certificate from the FAA.
- C. Insurance covering the liability of the UAS equipment **must be purchased** after receipt of the equipment. All insurance must be reviewed by the Texas Tech University System Office of Risk Management. The University does not insure the UAS for physical damage or liability arising from injury or damage caused during operation of the UAS; therefore, the responsibility and expense lies with the department purchasing the UAS.
- D. All TTU employees, third parties, or students/hobbyists wishing to use UAS or model aircraft on or over TTU property must receive written approval of the Texas Tech Police Department. The UAS Request Form is available as an attachment to [OP 76.07](#).

Entering the TechBuy Requisition

1. When entering a requisition for a UAS use one of the following forms, as appropriate:
 - a. Non-Catalog Form—for UAS costing less than \$15,000 or when utilizing a cooperative/state/GSA contract.
 - b. Informal Bid (between \$15,000.01 and \$50,000)—for UAS costing between \$15,000.01 and \$50,000.00

- c. Bid/Request for Proposal Form (above \$50,000)—for UAS costing more than \$50,000.01 that is not on a contract, sole source or exempt.

Departments may also be able to purchase the UAS from a contracted punchout vendor.

2. Requisitions for purchase of UAS must include the following supporting documentation in the *Internal Notes and Attachments section*:
 - a. A quote from the vendor;
 - b. A letter of Approval from the Department of Environmental Health and Safety;
 - c. Specifications of the size and weight of the UAS to be purchased and/or used for services; and
 - d. And a copy of the FAA registration for the UAS.

Appropriated Funds (FOP's beginning with 11, 12, 13, & 14):

The use of appropriated funds to purchase drones with a unit cost **greater than** \$5,000.00 is **prohibited**.

Account Codes:

- ❖ **7C0137** Unmanned Aircraft Noncapital (unit cost **less than** \$500),
- ❖ **7C0191** Unmanned Aircraft Controlled (unit cost **greater than** \$500.01 and **less than** \$5,000), and
- ❖ **7J0021** Unmanned Aircraft Capitalized (unit cost **over** \$5,000.01).
- ❖ **7A0080** Other Professional Services (aerial photography, mapping, surveying, etc.)

NOTES:

- ❖ UAS has detailed definitions and policies that are outlined in [OP 76.07](#): Purchasing Approval and Flying of Unmanned Aircrafts Systems on Texas Tech Property
- ❖ The purchase of UAS (Unmanned Aircraft Systems & Drones) on the Texas Tech Procurement Card is prohibited.
- ❖ Insurance after the UAS is received must be purchased and reviewed and approved by the Texas Tech University System Office of Risk Management.