



Procurement Management

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Departments of Procurement Management

Any good team is made up of people who each do different things well, and Procurement Management is no exception!

Assistant Vice President for Procurement Management

Works with all departments to ensure things flow smoothly.

Accounts Payable

Receives, reconciles and processes invoices for payment, as well as any non-travel payment or reimbursement requests.

Central Receiving & Mail Services

Receives and redistributes packages sent to the University, collects and coordinates any outbound shipments of goods or documents, and manages the flow of mail sent either via the U.S. Postal Service or the on-campus system.

Property Administration

Tracks the acquisition, movement and disposal of controlled and capital assets, administers the annual Inventory of said assets, and monitors usage of classroom and other building space.

Purchasing

Oversees all purchases of goods and services made by the University, either directly or via the delegated purchasing methods.

Purchasing Card

Specifically oversees and processes all transactions conducted via the University's

Purchasing Card program.

Travel

Does not actually make travel arrangements, but receives and processes all travel-related paperwork and payment/reimbursement requests.

Print Shop

Handles printing jobs for the UTD campus, and oversees outsourcing of jobs it cannot handle in-house.

Auxiliary Services

Auxiliary Services consists of the UTD Bookstore, UTD Food Services (currently Aramark), and also oversees the snack and soft drink vending machine contracts.

The University of Texas at Dallas Procurement Management is committed to obtaining in a timely, lawful and cost-efficient manner the goods and services needed to benefit the University's mission: to provide educational and research programs of the highest quality.