



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION

PAGE
E1-125.1

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASING AT UTD - SIMPLIFIED

When purchasing tangible goods or services, the employee should follow these steps:

1. Seek approval of signature authority and verify availability of funds.
2. Use one of five purchasing methods available:
 - a. Petty Cash - less than \$50
When to use: Purchase with personal funds less than \$50
How to use: Take purchase requisition with original receipts attached to the Bursar in the McDermott Library
Exceptions: Can't use for food/entertainment purchases
 - b. Small Order System -less than \$500(unless higher level delegated by Purchasing)
When to use: If vendor accepts purchase order but not credit card and the amount is less than \$500
How to use: Send the green copy to Accounts Payable within 48 hours.
Exceptions: Not for food/entertainment or payment to individuals
 - c. Purchasing Card - (UTD Credit Card) less than \$1,000
When to use: If vendor accepts credit card and amount is less than \$1,000 for most users (\$500 for some users)
How to use: Provide vendor with credit card number
Exceptions: Not for food/entertainment or payment to individuals
 - d. Purchase Requisition
When to use: When purchasing goods or services with funds greater than the credit limit (\$500 or \$1,000)
How to use: Prepare requisition, sign and forward to Procurement Management
Exceptions: Not needed for subscriptions, dues or registration
 - e. Purchase Voucher Only
When to use: Dues, subscriptions, registration fees, books, to authorize payments for services rendered
How to use: Prepare voucher, sign and forward with attachments
Exceptions: Use Reimbursement of Business Expense form for reimbursement requests
3. When in doubt, call the Procurement Management Office at Ext. 2300
4. The forms to be used are:
 - Purchase Requisition (Exhibit E12)
 - SOS Purchase Order (Exhibit E7)
 - State of Texas Purchase Voucher (Exhibit E16)
 - Request for Payment/Reimbursement of Business Expenses (Exhibit E18)