



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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5**

**PAGE  
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**SUBJECT**

**PURCHASING**

**SUB-TOPIC**

**GENERAL POLICY**

Only the Purchasing Department has authority to obligate UTD for the purchase of goods and services (except for certain Auxiliary Enterprise functions). Failure to comply with the policies and procedures set forth in this Manual may result in disciplinary action and/or financial charges levied against any individual responsible for the improper expenditure of funds.

Procedures set forth in this section are based upon controls established by the:

- Article 601b, V.T.C.S. (<http://capitol.tlc.state.tx.us/statutes/codes/VN000023.html>)
- Board of Regents Rules and Regulations ([www.utsystem.edu/BOR/homepage.htm](http://www.utsystem.edu/BOR/homepage.htm))
- The General Services Commission ([www.gsc.state.tx.us](http://www.gsc.state.tx.us))
- General Appropriations Act, House Bill No. 1

Copies of these regulations are available in Purchasing or the Library.

These policies and procedures should provide the user with adequate information regarding routine purchasing activities. Occasionally, extraordinary situations will arise. In such cases, contact Purchasing (Ext. 2300).