



SUB-TOPIC

PURCHASES WITH FUNDS HELD LOCALLY - Continued

5. **Freight Charges:** Payment of freight charges is allowed.
6. **Taxes:** Local sales tax will not be reimbursed from the Petty Cash Fund. Tax exemption certificates (see Exhibit E8) are available from Accounts Payable or the Bursar upon request and must be secured prior to making a purchase with Petty Cash.

B. Local Purchase Order (Any Value) - Non-State Funds:

This type of purchase is limited to the use of funds held locally (non-state appropriated) regardless of the amount of purchase. The Purchasing Department is responsible for determining if bidding is required. Unless competitive bidding is not possible (sole source/proprietary justification), Purchasing will normally attempt to secure a minimum of three (3) verbal or written bids depending on requisition value. The Historically Underutilized Business (HUB) Program requires that at least one bid be solicited from a minority HUB and at least one from a women-owned HUB. All bid processing and awards are the sole responsibility of the UTD Purchasing Department.

C. Standing Purchase Order:

A standing order is a repetitive order for a fixed quantity on a specified delivery schedule over a specified period of time.

Standing purchase orders are used by the University in the interests of economy and convenience. A standing order can only be written when local funds are utilized. An example of a standing order would be when a department determines it will be using five (5) tanks of oxygen each month.

The Purchasing Department has final approval for the issuance of Standing Purchase Orders.