



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
3**

**PAGE
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SUBJECT

PURCHASING

SUB-TOPIC

SPECIAL PROVISIONS FOR GRANTS AND CONTRACT PURCHASES

The purchase of any equipment or services with funds provided by grants and contracts must be approved by an authorized signer as defined by the U.T. Dallas signature authority system. Approvals for such purchases should be obtained by the requisitioner and accompany the purchase requisition to Purchasing.

If items being requested are for a grant or contract within the final ninety (90) days from the termination date and other items in the last forty-five (45) days from the termination date, the requisitioner must include the following statement in the "Description" portion of the requisition:

"This grant/contract expires on (date)."

The requisitioner must also complete the "Emergency Purchase Justification for Terminal/Grant Awards" form and forward it with the requisition to Purchasing.