



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF SUBSCRIPTIONS

The State of Texas Attorney General has ruled that subscriptions for newspapers, magazines and other periodicals constitutes a service. All subscription requests should be submitted to the Accounts Payable Office on a Purchase Voucher and not through the Purchasing Department.

The description section of the Purchase Voucher must include:

1. Effective date of the subscription.
2. If the request is a renewal or for a new subscription, and
3. If the request is for renewal, provide the existing subscription expiration date in lieu of number 1, above.

A completed subscription blank should be attached to the Purchase Voucher. If a blank is unavailable, the following must be included on an attached memorandum addressed to the publication's circulation department:

1. Requestor's name
2. Desired delivery address
3. Effective date of the subscription
4. Length of subscription term.