



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
2/01/92**

**REVISION  
1**

**PAGE  
E3-100.0**

**SUBJECT  
PURCHASE REQUISITIONS**

**SUB-TOPIC**

**PURPOSE AND SCOPE**

The goal of the UTD Purchasing Department is to secure the best goods and services available for the lowest possible price in fulfillment of a requisitioner's needs and in accordance with established policies and procedures.

To achieve this goal, Purchasing requires the use of the purchase requisition which, if properly completed by a requisitioner, can relate to Purchasing everything they need to know to satisfy these needs in minimum cost consistent with desired quality.