



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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REVISION

**PAGE
E1-105.0**

**SUBJECT
PROCUREMENT MANAGEMENT**

SUB-TOPIC

SUMMARY

This section of the manual pertains to the Purchasing and Accounts Payable sections within the Procurement Management Department. There will be references to Property Administration, Stores/Receiving and Travel which can be found in other areas of the Manual.

Procurement Management at U.T. Dallas was formed in July 1996 as part of a reengineering effort designed to increase the effectiveness of the Purchasing, Accounts Payable, Stores/Receiving, Property Administration and Travel functions. This summary provides a brief overview of each area as does the Procurement Management Web Page (<http://www.utdallas.edu/utdgeneral/business/procure>).

PURCHASING

The Purchasing section of Procurement Management is responsible for overseeing the purchase of all goods and services as required by the University. There are four primary methods used:

1. **Petty Cash** - For purchases less than \$50, an authorized employee may secure the item(s) using personal funds and then seek reimbursement. A Purchase Requisition or Request for Payment/Reimbursement of Business Expense form is completed with an authorized signature and the original receipt is attached. This document is then presented for reimbursement to the Bursar Office in the McDermott Library.
2. **Small Order System (SOS)** - Most departments at U.T. Dallas have been provided SOS privileges. The SOS is a purchase order form given to authorized departments which allows for the purchase of goods/services valued at less than \$500. It requires an authorized department signature before it is valid. Once the order is placed, the department must distribute copies of the SOS purchase order to Purchasing and Receiving within 48 hours. (See Page E1-170.0.)
3. **Purchase Requisition** - This is the normal manner of purchasing used at U.T. Dallas. The department determines its needs, types it either on-line into the purchasing module of the Financial Information System (FINS), or on a hard copy Purchase Requisition form. The requisition is approved by the account manager and sent to the Purchasing section of Procurement Management for handling.