



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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REVISION  
6

PAGE  
E1-130.0

SUBJECT

PURCHASING

SUB-TOPIC

METHODS OF PURCHASING

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1. **Petty Cash** - can be used for purchases less than \$50.00; reimbursement is made at the Bursar's Office for legitimate approved expenses; purchases are reviewed by the Bursar and Procurement Management Offices. (Reference E2-120.0 for details.)
2. **Small Order System (SOS)** - for purchases of goods and/or services not exceeding \$500.00 (for most departments); must have requisitioning department account manager approval and follow applicable SOS procedures; audited by the Procurement Management and Internal Audits Departments. (Reference E1-170.0 for details.)
3. **Purchase Requisition** - used to start the normal procurement process; Procurement Management Department will check for proper approvals, encumber funds, and then secure required goods and/or services for the requisitioning department via issuance of a Purchase Order. (Reference Section E3 and Exhibit E12 for details.)
4. **Purchasing Card** - this credit card is provided to authorized and trained employees for purchase of goods and/or services not exceeding \$1,000 (for most users). The cardholder receives a monthly Cardholder Activity Report with all applicable charges. All receipts and associated paperwork are attached to the cardholder's Activity Report and kept by the cardholder. The cardholder reconciles the Activity Report. The cardholder's supervisor reviews the report. The report, with the signature of the cardholder and the supervisor, is faxed to Procurement Management for processing.