



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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PAGE
E2-100.0

SUBJECT
PURCHASING

SUB-TOPIC

CLASSIFICATION OF FUNDS

Two (2) basic categories of funds exist in budgets used by Purchasing to secure merchandise and services for UTD utilization. Each source of funds within the two (2) broad categories has specific rules and restrictions as to how its monies can be spent.

1. **Funds Held by the State Treasurer (Account Numbers 2XXXXX):**

Often referred to as "State Funds," these monies are appropriated by the State Legislature from the State Treasury and are expended in accordance with the rules and regulations of the General Services Commission (GSC) governing the purchase of goods and services.

Unless goods are available on an existing state contract, requisitions for goods with an expected value in excess of \$25,000 are forwarded for processing by the GSC as open market requisitions. Requisitions utilizing "State Funds" with an expected value **less** than \$25,000 are processed by the U.T. Dallas Purchasing Department. All requisitions for purchase of **services less than \$100,000** are handled by UTD Purchasing under authority delegated by the GSC. Purchase of **services more than \$100,000** are subject to bidding and processing by the General Services Commission, at their option.

Funds held by the State Treasurer are normally not carried over from one fiscal year to the next. (Reference E2-110.0 for details.)

2. **Funds Held Locally:**

Commonly referred to as "Local Funds," examples include gift funds, Auxiliary Enterprise funds, and contract and grant funds. Normally the purchase of items with funds held locally is processed exclusively by the UTD Purchasing Department. Use of these funds is governed by the U.T. Board of Regents' Rules and Regulations, U.T. Dallas Purchasing Rules and Regulations, and the procurement rules of the granting/contracting agency providing the funds.

Certain categories of funds held locally can be carried over from one fiscal year to the next. (Reference E2-120.0 for details.)