



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**SUBJECT**

**PURCHASING**

**SUB-TOPIC**

**PURCHASES FOR AUXILIARY ENTERPRISES**

Auxiliary Enterprises are those which are generally self-supporting and operate primarily to service UTD employees and students. Examples include the bookstore, food services and the student union. They may include any activity which is supported by fees or monies collected, such as student activity fees.

The Purchasing Department has developed approved delegated purchasing procedures for Auxiliary Enterprises to support operational activity. The delegated purchasing authority does not include normal departmental operating expenditures or capital equipment acquisition.