



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
1**

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**SUBJECT**

**PURCHASING**

**SUB-TOPIC**

**PURCHASES FROM UTD EMPLOYEES**

Purchases are not permitted from any officer or employee in the U.T. System unless the following conditions are satisfied:

1. Cost is less than from any other source.
2. Approval of the purchase is secured from the Board of Regents via the U.T. Dallas Senior Vice President for Business Affairs.

Sealed bid purchases of equipment or property by employees may be made only after authorization by the Chief Administrative Officer and the appropriate Executive Vice Chancellor. Details of such transactions shall be reported in the Docket or Minutes of the Board. Approval and reporting are not required for purchases made at public auction.

Due to the complexity of this type of purchase, the Procurement Management Department should be contacted (Ext. 2300) for details.