



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PURCHASING

SUB-TOPIC

PURCHASES OF FUELS

Purchases of any fuels must be requested through the Purchasing Department on a properly completed Purchase Requisition (see "Preparation of a Purchase Requisition"). Purchases of butane, propane and similar fuels may be processed locally or through the General Services Commission, depending upon the source of funds. Annual contracts for gasoline, diesel fuel and kerosene must also be processed and approved through the General Services Commission or placed locally and contract approval must be given prior to the contract becoming effective.

It is imperative that the requisitioner provide adequate lead time for Purchasing and the General Services Commission to secure the desired fuels.

The use of UTD oil company credit cards by authorized UTD personnel on official University business constitutes compliance with the above procedures.

Natural gas or electrical power contracts are not subject to the above conditions since they are considered services.

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