



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
2

PAGE
E2-350.0

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF PHYSICAL PLANT GOODS AND SERVICES

Purchase requisitions for goods and/or services from any source outside UTD which are intended to either alter the Physical Plant or be attached to any campus structure must be accompanied by written approval of the Director of Physical Plant or his/her designated alternate. Purchasing will not process the requisition unless this written justification accompanies the purchase requisition (see "Preparation of a Purchase Requisition").

Examples of goods and services in this category include:

- chalkboards
- drapes
- air conditioning
- carpet cleaning
- painting