



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

DATE ISSUE  
3/28/00

REVISION  
1

PAGE  
E2-460.0

SUBJECT

PURCHASING

SUB-TOPIC

**PURCHASE OF SERVICES (NOT CONSULTING OR PROFESSIONAL)**

Services which are not classified as consulting or professional (Reference E2-450.0 and E2-470.0) are subject to the bid guidelines outlined in E2-140.0 Purchased Services typically fall into one of two groups:

1. **Purchased Services (Personal):** Normally consists of the purchase of a company's services for a mutually agreeable remuneration. A bilateral Purchase Service Agreement (Exhibit E19) exists to document these agreements. If bidding is not required, the requisitioner shall ask the service provider to sign a Purchase Service Agreement. The requisitioner then forwards the agreement and purchase requisition to the Senior Vice President for Business Affairs for approval before submission to Purchasing. Bid guidelines must be observed unless an acceptable sole source justification is provided.
2. **Purchased Services (Maintenance):** Purchase of equipment maintenance and license agreements for software and general repairs are handled by issuance of a Purchase Requisition, competitive bids (if possible) and issuance of a Purchase Order.
3. **Purchase of Services from Individuals:** Services in excess of \$100 from individuals (\$600 for artists/entertainers/performers) must be accompanied by the Authorization for Professional Services (Exhibit E31), Employee/Independent Contractor Classification Checklist (Exhibit E32) and Purchase Voucher (Exhibit E16). See the U.T. Dallas Handbook of Operating Procedures, Official Numbered Policy Memorandum 96-1.3-74 for additional information.

Contact the Purchasing Department at Extension 2300 for further guidance.