



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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3/28/00**

**REVISION  
4**

**PAGE  
E3-120.0**

**SUBJECT  
PURCHASE REQUISITIONS**

**SUB-TOPIC**

**PLANNING QUANTITY PURCHASES ON REQUISITIONS**

The cost of processing a single purchase requisition, when considering the manpower and material involved, is considerable. Therefore, by combining as many items on one requisition as is feasible and in accordance with Purchasing regulations and procedures, the average administrative cost per item could be substantially reduced.

You are encouraged to avoid piecemeal orders for similar items. This can be done by anticipating your requirements and checking to see if others in your department are planning to order like items. This action will not only reduce processing costs, but may result in UTD qualifying for "quantity discounts" by buying larger quantities of similar items at a time.

Purchases of \$1,000 or less should be purchased via the Purchasing Card Program whenever possible.