



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
3**

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**SUBJECT
PURCHASE ORDERS**

SUB-TOPIC

PURPOSE AND SCOPE

Purchase Orders are the conveying document from either the UTD Purchasing Department or the General Services Commission to a vendor which forms a binding contract to both parties. Its preparation is based solely upon information provided on purchase requisitions submitted to Purchasing by requesting departments.

Authorization for payment of a Purchase Order is via an electronic Receiving Report typically created by Central Receiving and processed electronically in the UTD financial system.