

The University of North Texas at Dallas Policy Manual	Chapter 10.000
10.004 Purchasing and Payment	Fiscal Management

Policy Statement. It is the policy of the University of North Texas at Dallas to meet the requirements of purchasing and payment for goods and services prescribed by applicable statutes and Regents Rules by establishing standards and responsibilities for the University and its employees.

Application of Policy. This policy will apply when using all sources of funds, with the exception of foundation funds, for the procurement of goods or services.

Procedures and Responsibilities.

The University of North Texas at Dallas adopts the following University of North Texas policies as its purchasing and payment procedures; provided, however, that all references to “University of North Texas,” “UNT,” or “University” in said policies shall mean “University of North Texas at Dallas.”

[All sub-sections of 4.0](#) – Purchasing Services, except for 4.01 (Organization) and 4.0.13 (Historically Underutilized Business).

[All sub-sections of 4.1](#) – Central Receiving, except for 4.1.1 (Organization); provided, however, that all references to central receiving dock shall mean the receiving dock at the University Building #2.

The following sub-sections of Payment Services 10.0:

- [10.005](#) Accountholder Responsibility;
- [10.006](#) Cash Handling Controls;
- [10.007](#) Registration Fees;
- [10.009](#) Gifts and Honorariums;
- [10.012](#) Invoice Processing;
- [10.014](#) Reimbursement to Employees (Non-Travel);
- [10.016](#) General Payment Information;
- [10.017](#) Petty Cash, Demand Deposits, Working Funds;
- [10.018](#) Memberships;
- [10.019](#) Subscriptions;
- [10.020](#) Food Policy;
- [10.021](#) Prepayments;
- [10.022](#) Postage; and,
- [10.023](#) Internal Revenue Service Regulations – Payment on Purchase Orders (or Check Requests).

Responsible Party: CFO/Vice President for Finance and Administration

References and Cross-references.

Texas Education Code § 51.9335 – Acquisition of Goods and Services

Texas Government Code Chapter 2155 – Purchasing: General Rules and Procedures

Texas Government Code Chapter 2156 – Purchasing: Methods

Texas Government Code Chapter 2251 – Payment for Goods and Services

Texas Government Code Chapter 2254 – Professional and Consulting Services

Approved: 9/10/2010

Effective: 9/10/2010

Revised: