

<b>Policies of the University of North Texas</b>	Chapter 10
<b>10.019 Subscriptions</b>	<b>Fiscal Management</b>

**Policy Statement.** The purpose of this policy is to establish guidelines for subscriptions.

**Application of Policy.** All University

**Definitions.** None

**Procedures and Responsibilities.**

Subscriptions to magazines, newspapers, professional journals, educational and/or learned publications are, in general, payable from local or State Appropriated funds, provided that the document remains on reference and as property of the University. Payment for the initial subscription and renewal subscriptions should be processed by submitting a requisition or check request which must contain the information listed below. All subscriptions must be in the name of the University of North Texas if state funds are used. Individual subscriptions are considered a personal expenditure and, as such, are not payable from State Appropriated funds. Individual subscriptions may be paid using designated and restricted funds if documentation is provided which indicates a savings by purchasing the subscription as an individual rather than as an institution, or if documentation is provided that indicates only individual subscriptions are available, and that the document remains on reference and as property of the department.

Example of correct subscription:

University of North Texas  
 Dr. John Doe, Dean  
 P.O. Box XXXX  
 Denton, Texas 76203

An invoice or other official documentation from the vendor stating the subscription rate must be attached to the check request or submitted as supporting documentation for the requisition,

If paying with state funds, payment of a subscription cannot be made more than six weeks in advance and the service length cannot be for more than two years. This restriction does not apply to designated and restricted funds.

**Responsible Party:** VP Finance and Administration/Sr. Associate Vice President for Finance

**References and Cross-references.**

None

Approved: 1/1/1991

Effective:

Revised: 8/93; 8/97; 8/98; 5/01; 11/05; 4/2011 reviewed with no change; formatted.