



Purchasing and Payment Services

Purchasing Guidelines

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General

This guide is published by the Purchasing Section of Purchasing and Payment Services (PPS) to provide detailed information to faculty and staff of the University of North Texas and University of North Texas System.

Whether you are responsible for creating requisitions, approving requisitions, or you are researching a prospective purchase for your department, making purchases for the university mandates that you serve as a good steward of state resources. University purchases are required to follow established University policy and applicable state statutes or federal law.

The total anticipated transaction amount effects [Bidding Requirements](#).

The [Fund Source](#) determines the statutes and reporting requirements that must be followed.

Specific Requirements on certain goods or services may require additional approval and documentation (see [Index](#) for specific purchases).

The two primary *methods* for purchasing goods and services are by a [purchasing card](#) (PCard) and the e-Procurement (ePro) system. Department Coordinators create requisitions in the ePro system that are routed for DeptID/ProjID Holder approvals. Deptid/ProjID Holder approvals route the requisitions forward to Purchasing and Payment Services. All routing of requisitions occurs electronically. Authorized Purchasing Specialists review the requisitions for compliance with University policy, state law, and good business practices, and when appropriate, create Purchase Orders from the requisitions. The final step in the process is to disburse the PO's to the vendor.

Staff, faculty, and/or others who make a purchase or promises to pay for goods or services outside these two approved methods may be held personally liable for the expense. (See also [Overview of Purchase Order Process](#)).

Reference:

[Policy 4.0](#): 4.0.2 Legal Authority and Creation of an Obligation, 4.0.5 Conflict of Interest and 4.0.14 DeptID/ProjID Holder Responsibility.

[Policy 2.1.10](#) Department, Project and Grant Identification Holder Responsibility

[Policy 10.4](#) Contracts and Agreements

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Overview of Purchase Order Process:

Requisitions are submitted electronically by the Department Coordinators for approval by DeptID/ProjID Holders. A requisition is the process for requesting permission to purchase something. Permission includes that of the Deptid/Projid Holder and of the Authorized Purchasing Specialists in PPS. Other special approvers can be added to the electronic routing ([Ad Hoc](#)) or automatically routed by the ePro system, when required (i.e., Grant approval). Authorized Purchasing Specialists (PPS Buyers) are responsible for the creation of Purchase Orders (PO). The Purchasing Specialist dispatches the PO to the vendor by facsimile (fax) or mail. EIS provides users with lifecycle tracking information to follow the requisition from beginning to end. Shipment of goods or service provision should occur only after the vendor receives appropriate approval via the PO.

Vendors are required to submit an invoice for payment and must reference the PO number on the face of the invoice. Invoices are date stamped upon receipt to ensure compliance with state terms and the Prompt Payment Act. Confirmation of delivery and acceptance of the goods or services along with receipt of the invoice starts the payment process. Deviations from the regular requisition processing stages must be clearly explained in the initial ePro requisition. Purchasing Specialists will consult with the appropriate PPS staff for final authorization and processing.

Requisitions:

Purchase Orders (PO) must be used for services or orders that cannot be purchased with a Pcard. Requisitions are the catalyst for creation of a PO.

eProcurement (ePro) is a component of the EIS system that enables Department Coordinators to create a requisition that is electronically routed for approvals to DeptID or ProjID holders, Office of Grants and Contracts Administration, and/or other required authorities (i.e. Radiation Officer, Biosafety Officer, etc.). Additional approvers can be added using the [Ad Hoc](#) feature in the approval process based on specific requirements. Ad Hoc approvers must have training and security access. The requisition is the process for requesting permission from the Deptid/Projid Holder through PPS Purchasing Specialists to purchase something (goods or services).

The Bid Tab is a component of a requisition where coordinators identify vendors invited to participate in the bid process and their quotes. RFQ (EIS defined Request for Quotes) requisitions are created when formal bidding requirements must be met. (See [Bid Requirements](#) for more information).

All known details should be provided on requisitions to include the purpose for the purchase (See [CAP IT](#)).

Once all approvals are obtained and any issues are resolved, authorized Purchasing Specialists source requisitions to PO's.

All individuals who participate in the ePro process must receive prior [training](#) in order to obtain access to the system. Sources available to assist with the requisition process include this Guideline, the PPS website (<http://pps.unt.edu>) the [ePro Help Desk](#), and [Ask PPS](#).

Purchase Orders (PO's):

Purchase Orders are considered binding business contracts, which commit funds on behalf of the University. The Purchase Order (PO) is the process for formally placing the order with the vendor. Without the official PO, the University is not obligated to make payment to the vendor.

The University utilizes the [Terms and Conditions](#) (T&C) established by the State of Texas, which includes:

- 1) that vendors must be in good standing with the State of Texas;
- 2) that payment is net 30 from the dates the goods/services or the invoice is received, whichever is later;
- 3) that all shipping, invoices and statements must reference a PO number; and
- 4) the preferred shipping method for the University is Free on Board (FOB) Destination.

The PO provides the correct shipping and invoicing addresses for the University. The PO is payable to vendors when goods/services are rendered and all terms of compliance are followed. The University does not require separate contracts for purchases unless the vendor requires signature authority on their own contract. Vendor contracts require additional review by the Contracting Area in the Purchasing Section of PPS. The Contracting Area ensures the appropriate signature authority is included on each contract and that all terms and conditions are acceptable for the University. (See also [Contracts](#)). Department staff should never sign any type of agreement, regardless of dollar amount, unless the University has authorized them as having contract signature authority.

Departments should assist in reinforcing the terms and conditions set by the PO and the requirement for submission of their invoice to PPS for payment.

Receiving:

The PO provides the vendor with the shipping address for delivery of goods.

The Central Receiving area of PPS is responsible for delivery of goods to the department as noted on the requisition "location" address. Department representatives are requested to sign the delivery ticket, which is then used by the Payment Services of PPS to release payment upon receipt of the appropriate invoice.

The ordering department has forty-eight (48) hours to examine the shipment and notify Central Receiving and Payment Services of any discrepancies. If there are problems with receipt of the goods and/or any other reason for payment to be held, the department must notify Payment Services by email.

Payments:

The receipt of an invoice is the catalyst that begins the payment process. Departments should forward to PPS all invoices as soon as received in the department. PPS date stamps the invoices to ensure that vendors are paid within the timeframes allowed by the State of Texas prompt payment act. Matching of a purchase order, along with an invoice, and a receiving report of any kind allows release of payment to the vendor.

Payment Services staff notify the department requisition coordinator by email when invoices are received asking for confirmation that the services have been rendered. If there is no reply from the department after three days of the initial email, it is assumed the service was acceptable and payments are scheduled for release.

If special handling of the payment is desired, information must be included in the ePro requisition. Unless otherwise requested, checks are mailed to vendors. For rare situations where an invoice will not be received, it is the department's responsibility to provide some form of documentation to PPS for payment processing. This is typically true with guest [Speakers](#). (See also [Prepayments](#) and [Confirming Orders](#)). All documentation should be electronically attached to the original requisition, when possible.

UNT policy authorizes Payment Services to pay an invoice that exceeds the PO amount by no more than 10% when **local funds** (see [Funding](#)) are used. This does not apply to quantity amounts, only dollar amounts. Shipping costs should initially be paid by the vendor and added to the invoice. Shipping expenses are usually estimated in the beginning and are not considered in the overage exception. Invoices showing quantity or items not specified on the Purchase Order or amounts exceeding 10% cannot be paid. Departments will be notified to contact the Purchasing Section for assistance in properly handling overage situations that are not supported by policy. (See [Purchase Order Change Request](#)). Payment will be held until action is taken on the PO.

Any interest accumulated due to delays in payment will be expensed to the original requesting department. Interest calculations are based on the Prompt Payment Act and do not necessarily match those of the vendor calculations.

Reference:

[Policy 2.1.2](#) General Payment Information
[Policy 2.1.16](#) Invoice Processing
[Policy 4.0](#): 4.0.2 Legal Authority and Creation of an Obligation
[Policy 4.0.14](#) Account Holder Responsibility

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Bid Requirements

The dollar amount and the type of purchase determine the method used and the steps required to make the purchase. For a quick reference chart, see [Purchasing in a Nutshell](#) location on the PPS Purchasing Services home page.

When contacting vendors, departments should always confirm vendor ordering information and document special requirements on a Requisition.

Good Faith:

Departments are encouraged to practice good faith by providing bid opportunities to all vendors, including Historically Underutilized Businesses, (see [HUB Vendors](#)). Diversifying your vendor pool and encouraging competition supports a strong economy, which in turn, benefits Texas and state institutions. (See also [Finding Vendors](#)). The state requires the university to report all opportunities of participation and awards to HUB vendors. The information recorded on the bid tab assists in preparation of these reports and can affect University funding when good faith is not practiced.

Best Value:

Regardless of bid requirements, best value should be used when determining which product is selected and which vendor is awarded. Best Value Criteria should be based on the following and documented in the requisition justification:

- Price
- Reputation of vendor and/or their goods/services
- Quality of the vendor's goods or services
- Extent to which the goods or services meets the university's needs
- The vendor's past relationship with the university
- Impact of the ability of the university to comply with laws and rules related to HUB
- Total long term cost to the university
- Any other relevant factor that a private business entity would consider in selecting a vendor

Vendor of Choice:

Purchases of \$5,000 and below allows for selection of vendor of your choice. However, departments are encouraged to practice good faith and award based on best value. (See [Finding Vendors](#)).

Informal Bids:

Informal bids are required when purchases exceed \$5,000.00, but are less than \$25,000. Informal bids can be solicited by phone, fax, internet, and email.

Departments seek solicitations for informal bids and can make the award based on best value. The bid tab of a requisition identifies the vendors included in the solicitation and is used to make the award to the appropriate vendor. Vendors not responding to the solicitation should be included on the bid tab as proof of good faith.

Three bid opportunities must be provided, two of which must be HUB vendors. Documentation must be provided supporting efforts made to find HUB vendors if less than two are solicited.

Justification for no bidding and/or no HUB vendor solicitation must be included in the comments or body of the requisition, see also [Contract Pricing](#) and [Master Purchasing Agreements for Campus Wide Use](#).

Formal Bids:

The purpose of bids is to have document proof that UNT conducts its procurement of goods and services in a fair and equitable manner.

Formal bids are required when purchases are \$25,000.01 and above. Departments should contact the Purchasing Section of PPS as soon as possible after the determination of need is made where the estimate of costs will exceed \$25,000.00. The formal bid process requires 45 to 120 days lead-time of requested receipt of product or delivery of service, depending on the complexity of the bid. The lead-time includes time for developing the formal solicitation, posting the formal solicitation, obtaining responses from the solicitation, and awarding the bid.

Formal bidding is conducted by Authorized Purchasing Specialists.

Authorized Purchasing Specialists will complete the formal bid solicitation after approval by the Assistant Director of Bids and Contracts or the Director of Purchasing. Posting of the formal solicitation will occur within 5 days after all bid documents have been approved. Posting of bids will be made on the PPS website, as well as the Electronic Business Daily, a website maintained by the State of Texas Comptroller for all state bids. See also [HUB Subcontracting](#) for orders exceeding \$100,000.00.

Departments provide a scope of work and product/service specifications on a [Formal Solicitation Request](#) which is electronically attached to a requisition marked “RFQ required”. Once Purchasing receives the request, a determination of which type of formal solicitation method is best will be discussed with the requesting department. The encumbrance should be based on an estimated cost of the goods and/or services.

There are several Formal Solicitation types:

- [Invitation for Bid \(IFB\)](#) which is generally used for readily available goods/services where offered price will most likely be the awarding factor.
- [Request for Proposal \(RFP\)](#) is generally used when product/service may or may not be readily available, but both qualification and price combine to be the awarding factors.
- [Request for Qualification \(RFQ\)](#) is generally used when a vendor’s qualifications alone is the awarding factor, price is not included. Price negotiations begin once the finalist is identified/selected.

The Purchasing Specialist will begin preparation of solicitation documents, including a timelines document for review by the requesting department.

The following timelines are standard practice:

- Pre-solicitation meeting, when needed, is generally scheduled at least 7 days after solicitation is posted. Pre-solicitation meetings are generally required when

technical specifications are detailed and/or the need to clarify components of the bid is necessary.

- Solicitation Due Date is generally 14-21 days from posting date.
- Historically Underutilized Business (HUB) Subcontracting Plan (HSP) is generally scheduled for the same due date as the solicitation due date, unless a construction project (new construction or renovation project, as defined by Gov't Code 2166).
- Construction Project HUB Subcontracting Plan is due 24 hours later than the solicitation due date.
- If HUB Subcontracting Plan is required, Solicitation Opening Date is generally 3-5 days after solicitations due date.

Selection criteria must be specified in each bid so that potential vendors know how the University will determine the award. When committee selection is used, committee members must be alerted to need for confidentiality of bid documents and be provided with necessary guidelines for documenting the evaluation process.

After committee evaluations, Purchasing Specialists will lead negotiations, as appropriate.

The Purchasing Specialist will complete notifications by letter within three days of committee conclusions. Notifications include both award and non-award notification letters.

HUB Subcontracting:

Orders for goods and services which are \$100,000 or more require completion of HUB Subcontracting Plans before a PO will be issued. PO's issued under a subcontracting plan require that a subcontracting affidavit be filed with each invoice by the vendor. Also see [Orders exceeding \\$100k for VP/Dean approval](#).

Reference:

Texas Government Code, Chapter 2161

[Policy 4.0.13](#) Historically Underutilized Business (HUB)

[Policy 4.0](#) Purchasing

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Access by Individuals with Disabilities - EIRS:

Accessibility rules established by the Texas Department of Information Resources (TxDIR) were developed to ensure that employees with disabilities have access to and the use of resources comparable to the access and use available to employees without disabilities. UNT strives to provide electronic and information resources ("EIRS") that are accessible to all members of the University community and that meet the requirements of the Texas Department of Information Resources

Departments or individuals are required to comply with DIR accessibility rules and with UNT policy and procedures related to the development, procurement, maintenance or use of electronic and information resources. See [Electronic and Information Resources Accessibility Compliance Plan](#) for additional details and instruction in meeting this requirement. See also [Terms and Conditions](#) addressing the vendor's compliance as well.

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Accident Claims/Compensation:

Risk Management must review and approve all orders involving accident claims or compensation/charges for insurance coverage. (See also [Rental Vehicle/Truck](#)).

- Follow [CAP IT](#) tips.
- Contact should be made with Risk Management prior to creating a requisition and their approval should be electronically (email acceptable) attached to the requisition. Do ***not*** Ad Hoc at this time.
- Category: Search Key Word "Judgment."

Exceptions: Requisitions submitted by Risk Management or Office of General Counsel.

Reference:

[Policy 9.11](#) Risk Management

[Policy 10.8](#) Insurance

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Advertising:

University Relations Communication and Marketing Department (URCM) must review all advertising, whether print, online, TV, radio, or other that includes logos and/or wordmarks for content and branding approval in compliance with the branding policy, <http://www.unt.edu/identityguide/untpolicy.htm>. Evidence of the approval (can be in the form of an email) should be electronically attached to the requisition.

Text only advertisements with no branding is exempt from URCM approval. (See also [Publications](#)).

All advertising for **staff** positions must be reviewed and approved by the Employment Section of Human Resources.

All advertising for **faculty** positions must be reviewed and approved by the Office of Equity and Diversity.

Evidence of URCM, Human Resources or Equity & Diversity approval (can be in the form of an email or screen print of People Admin routing) should be electronically attached to the requisition.

Additional Requirements: If state funds are used, proof of publication (tear sheet) must accompany an invoice for payment processing. Electronic version of tear sheets are acceptable.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Name of publication and medium type (magazine, newspaper, website, Radio, Television etc.).
- Publishing/Announcement date (note each date if more than one).
- Electronically attach ad paste up as it will be published including logos and wordmarks.
- Electronically attach required approvals (University Relations Communication and Marketing Department, Human Resources, and/or Equity & Diversity as applicable). Do ***not*** Ad Hoc at this time.
- Category: Search Key Word “Advertising”

For on-line advertisement provide information on the requisition that will allow a Purchasing Specialist to enter the website to finalize payment information. All information about the website (web address, user name established, and contact name available to assist Purchasing with completion of the ad, etc.) should be included with the requisition. This is best done by electronically attaching screen prints of the site to the requisition. Purchasing will not re-type the ad for compliance reasons, but can copy and paste, if necessary.

Reference:

[Policy 4.0.15](#) Advertising

[Policy 7.1](#) Institutional Brand Identity Policy

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Alcohol:

All requisitions involving events where liquor is served must contain a certification statement that “no one under the age of 21 who attended the event consumed alcohol” or “no alcohol was served”, or “it was not an event that served alcohol.” If for local events, the University preferred method is to utilize Metzler’s, the contracted vendor for serving alcohol. (See also [Food Purchases](#), [Business Lunches/Dinners](#) and [Hosted Events, UNT](#)). PCards should not be used for the purchase of alcohol without an approved exception request on file with PPS.

Additional Requirements: State funds **cannot** be used to purchase alcohol. Note: Some Vice-Presidents and/or DeptID/ProjID Holders may place additional restrictions on the use of university funds to purchase food and/or alcohol.

Holiday or celebratory events should use discretionary or gift funds. Alcohol purchased for these events must use gift funds.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Benefit statement of how expenses are directly related to the conduct of University business.
- Identify who attended or will attend and their relationship to the University (i.e. guest, faculty, staff, alumni, ticket holders, etc.). If a large group, a general description of the guests may be given in lieu of an itemized list.
- Certification statement that “no one under the age of 21 who attended the event consumed alcohol” or “no alcohol was served”.
- If purchased along with food, follow same instructions as food policy advises.
- Departments reporting under the Provost must [Ad Hoc](#) to the Provost’s Office for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval.
- Category: Search Key Word “Food” or “Meals”.

Reference:

[Policy 2.1.18](#) Employee Reimbursements (Non-Travel)

[Policy 2.1.6](#) Food Policy

[Policy 10.14](#) General Guideline Section

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Ask PPS

Located on the PPS Website, the [Ask PPS](#) feature enables departments to ask specific questions or route additional purchasing information for requisitions to the Purchasing Section, the Payment section, ePro section, or Travel section of PPS, (change <File Type> to Ask PPS. General Purchasing Questions, [Rush Requests](#), [Purchase Order Change Request](#), and [Encumbrance](#) issues are just a few of the options available in the Ask Purchasing questions. Purchasing Services monitors this service for prompt response. (See also [ePro Help Desk](#)). Travel or payment questions may be requested, as well as the opportunity to temporarily reassign ePro Approver rights in your absence.

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Awards:

Monetary and non-monetary awards should be based on a competitive basis and should not show favoritism. Tokens of appreciation given by a department in honor of retirement or accomplishment are NOT awards. Please refer to the [Gifts](#) section. Recommend physical awards (plaques, eagles, etc) personalized with the individual’s name since they are deemed to have \$0 fair market value and are not taxable to the individual.

Additional Requirements: Both State and Local funds can be used for awards (not gifts), but monetary limitations apply to state funds. Awards checks will not be disbursed until 30 days after the date of the presentation event. It is suggested that a certificate be presented notating the accomplishment with a statement indicating that the check will be sent via US mail in 30 days time. This applies to all classifications of awardees: Faculty, Staff, Students, Non-Employees, and Non-Students.

Awards to faculty and staff (both monetary and non-monetary) must follow UNT policy ([Policy 1.6.6](#) Faculty and Staff Gifts and Awards), which requires review and approval from Human Resources. Depending on value, approval from appropriate Vice Presidents or Deans may be required. Value of the award may also require review by the University Tax Accountant in the Payroll Office. All approvals (usually in the form of an email) should be attached to the requisition.

An award that include a cash payment (includes gift cards) to faculty and staff is not allowed at the department level. Tangible items costing less than \$50.00 are recommended. Requisitions for awards should generally be payable to a third party vendor and should not be an employee reimbursement request. (See also [Gifts](#) and [Branding/Logo Items](#)). **Awards cannot be purchased with a departmental Pcard without an approved and authorized exception.**

Each award requisition should contain the following:

- Follow [CAP IT](#) tips
- Justification or reason for the award.
- Names of awardees.
- Description of the award itself.
- Departments must [Ad Hoc](#) to the Payroll Tax Accountant for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval. *Exception: personalized physical awards are purchased with individual's names.*
- If the expense exceeds \$100, approval from Human Resources is required. Electronically attach approval (email acceptable), do ***not*** Ad Hoc at this time. Departments can contact their designated HR representative.
- Category: Search Key Word "Award."

Awards to students follow the same principal, as with employees - they should be based on a competitive basis. Unlike employees, cash awards are allowable, but an Award Form must be reviewed by the University Tax Accountant in the Payroll Office for possible withholding. (See also [Foreign Vendors](#) and [Gifts](#)). **Awards cannot be purchased with a departmental P Card**

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Justification or reason for the award.
- Description of the award itself (plaque, cash, etc.).
- In the case of cash award, an [Award Form](#) must be completed and electronically attached to the requisition
- In the case of cash payment, checks will not be disbursed until 30 days after the date of the presentation event. It is suggested that a certificate be presented notating the accomplishment with a statement indicating that the check will be sent via US mail in 30 days time.

- Departments must [Ad Hoc](#) to the Payroll Tax Accountant for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval. *Exception: personalized physical awards are purchased with individual's names.*
- Category: Search Key Word "Award".

Awards to non-employees or non-UNT Students require the same requisition documentation and approval, with the exception of the Award Form or compliance with UNT Policy 1.6.6. Gift or Discretionary funds are recommended.

- Category: Search Key Word "Award."

References:

[Policy 1.6.6](#) Faculty and Staff Gifts and Awards

[Policy 1.6.6.1](#) Tax Rules for Employee Gifts and Awards

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Blanket Orders:

Blanket orders are for items purchased on a repetitive basis when specific quantity or amount is not known.

Orders may not cross fiscal years, cannot exceed bid limits unless bids have been documented (Bid Tab on Requisition) for a particular funding source, and cannot be back-dated to cover a previous purchase.

The use of the PCard should be considered prior to issuance of a blanket PO. Contact the PCard Administrator in PPS concerning any questions on the use of the PCard. PPS accepts requests for new-year blanket orders beginning in June – the actual date is posted by PPS each year. For new year orders, ensure the correct Budget Date (09/01/XX) is entered into the Requisition. See Purchasing: [Changing the Budget Date](#) for additional instructions.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Item description "what is being purchased" first, followed by the beginning and ending date, i.e., glass replacement, as needed, for Campus buildings effective: 09/01/XX to 08/31/XX.
- For new year orders submitted prior to September 1st, justification should also include "For delivery and invoicing on or after 09/01/XX". New-year orders will not be released to the vendors until mid August.
- Quantity should be "1", Unit of Measure should be "estimate" and amount should be based on previous year's expenses for that service.

- Category: Search Key Word is based on general description (Equip, Maintenance, Gases, etc).or services provided (Prof Svc or Services).

Exceptions: Blanket orders are not considered term contracts like those of set monthly rental costs for copiers.

Reference:

[Policy 4.0.17](#) Blanket Orders

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Branding/Logo Items:

University Relations Communication and Marketing Department ([URCM](#)) must review all items (promotional, communications, advertising, business cards) that include [university's brand](#) for compliance with the trademarks & licensing policy, <http://policy.unt.edu/policy/7-1>

Promotional items should be coordinated through [Printing Services](#) who have vendor partners that help ensure the university receives the best price and that the items meet brand standards.

To obtain this approval, send an email with a PDF version of the item to brandreview@unt.edu. Include a description of the item, the audience it is intended for and any time constraints you may have. You will receive a response within 24 hours. URCM will provide you with additional direction for approval or respond with an approval. Once approved, an email will be sent confirming approval. Attach that approval electronically to the requisition.

All apparel and commemorative and promotional products ordered by UNT or UNT system units are included in the review. Promotional products include those items ordered as awards, giveaways, and/or signage.

Purchases for branded items cannot be made using a PCard.

For questions regarding UNT branding, contact Rolando Rivas at 940.565.3520 or by email at rolando.rivas@unt.edu.

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Business Lunches/Dinners:

All requisitions must include documentation that complies with the food policy, regardless if payable to vendors or reimbursements to employees. This expense is not allowed on PCards and most restaurants will not accept a PO. As such, this is an approved out of pocket expense that can be reimbursed, when in compliance with policy. Must also see [Employee Reimbursements](#), [Food Purchases](#) and [Alcohol](#).

Gratuities are a set percentage charged by the vendor where the payee has no choice but to pay and in some instances are noted as a service charge. For example, there is often a required gratuity or service charge for seating a large group in a restaurant. These can be considered part of the meal expense and may be reimbursed from local funds.

Tips are at the sole discretion of the payee, and are therefore considered a gift. Gifts must be reimbursed using a gift funding source only. (See also [Gifts](#), [Employee Reimbursements](#), [Hosted Events](#), [UNT](#) and [Alcohol](#)).

Additional Requirements: State funds **cannot** be used to purchase business meal related food or alcohol. Note: Some Vice-Presidents and/or DeptID/ProjID Holders may place additional restrictions on the use of university funds to purchase food or alcohol.

Holiday or celebratory events should use discretionary or gift funds. Alcohol purchased for these events must use gift funds.

Each Requisition should contain the following:

- Follow [CAP IT](#) tips
- Electronically attached receipts showing proof of payment. Receipts should itemize what was purchased. If not itemized, a general description must be provided in the justification.
- Certification statement that “no one under the age of 21 who attended the event consumed alcohol” or “no alcohol was served”.
- List who attended and their business relationship to the University (i.e. guest, faculty, staff, alumni, ticket holders, etc.). If a large group, a general description of the guests may be given in lieu of an itemized list.
- If some attendees at a business meal do not have a documented business relationship, such as spouses, then gift funds must be used for their portion.
- Explain how expenses are directly related to the conduct of University business.
- Separate food from gratuities or tips on separate line items, even if the payment will be from the same DeptID/ProjID.
- DeptID/ProjID Holder must have their supervisor approval for reimbursements to themselves. This approval may be obtained through the EIS system or in the form of an email approval electronically attached to the requisition. Reimbursements to DeptID/ProjID Holder/projid holders cannot be processed without the additional approval.
- Departments reporting under the Provost must [Ad Hoc](#) to the Provost’s Office for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval.
- Send original receipts attached to an ePro Transmittal Form found on the PPS Website under Forms for reimbursements.
- Category: Search Key Word “Food” and or “Gift” if a tip was given. Separate food, tip and alcohol on different line items

Exceptions: Travel related meals, classroom academic activities, or purchases made by the University food service departments for use in the normal course of business.

Reference:

[Policy 2.1.18](#) Employee Reimbursements (Non-Travel)

[Policy 2.1.6](#) Food Policy

[Policy 10.14](#) General Guideline Section

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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CAP IT:

General tips that help process a requisition faster–

- **C**ode the Requisition using the best category code that matches the item(s) being purchased (See [commonly used codes](#)).
- **A**ttach documents to the requisition electronically. [Ad Hoc](#) for additional approvals when applicable
- **P**urpose should define what the purchase will be used for and how it benefits UNT.
- **I**nformation to be included:
 - Full name of department contact with full phone number, not just the extension,
 - the vendor contact information including a fax number if you want the PO to be faxed, otherwise it will be mailed, and
 - special processing information.
- **T**rack your order using Manage Requisitions.

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Cash or Gift Cards:

Cash or Gift cards in any amount are treated like cash and require extensive cash control documentation for IRS reporting requirements. See [Participants](#) and our [Petty Cash](#) program for additional information. Use of gift cards is discouraged by PPS.

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Clickwrap Information:

Clickwrap refers to a legally binding agreement that is accepted prior to the first use of software or service, usually by clicking “I accept” on a screen containing terms and conditions of use.

Clickwrap agreements are essential reading. Users must know what rights they have to use the software. For example, restrictions for making copies of the software, restricted uses, rights available if the software doesn’t perform as expected. Your rights depend on what your software license says.

As with all agreements, clickwrap agreements must go through the contract review process and be approved by an individual with appropriate signature authority to bind the institution. Frequently, terms of clickwrap agreements can be addressed with a vendor and modified to better serve the institution’s requirements and needs.

PCards should not be used to purchase software or other services requiring the acceptance of a clickwrap agreement until PPS has reviewed and approved the use of the clickwrap. When submitting as a requisition, the terms of a clickwrap agreement must be downloaded/printed and attached to the requisition so that the appropriate signature authority may be obtained to authorize the user to click "I accept." Terms may also be submitted to PPS in the form of an email when the department PCard is to be used. PPS will then review and authorize, when possible, the use of the PCard.

A listing of approved [Click Wrap Agreements](#) is maintained on the PPS website for easy use of department PCards.

Questions concerning clickwrap agreements should be directed to PPS Contract Specialists.

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Conflict of Interest:

Purchases are not permitted from any UNT or UNT System employee, or member of his/her immediate family, who has an actual or potential financial interest in the transaction when the employee is in a position to influence the transaction. This does not include Royalties for intellectual property. Purchases with possible conflicts are subject to approval by General Counsel and/or Purchasing.

Reference:

[Policy 4.0.5](#) Conflict of Interest

[Policy 1.2.9](#) Ethics

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Confirming Orders:

Confirming PO's, also known as after the fact (ATF) purchases, are defined as situations where vendors provided the goods or services based on advisement from a department or UNT faculty or staff member prior to PO dispatch by an authorized Purchasing Specialist. The University is obligated to make payment for goods and services only when the Purchasing and Payment Services Department, by issuing a purchase order, obligates the funds. Any other commitments are considered as unauthorized purchases and the individual may encounter a personal obligation to the vendor. "Confirmation Orders" sent to Purchasing and Payment Services after the fact, as a general rule, should be avoided. Confirming orders are tracked by PPS and reported on a regular basis to the applicable Vice-President for each university unit.

Confirming PO's are NOT allowed on State funds (includes HEAF) or Grants that fall under state ruling, unless proper documentation has been provided and approved indicating a prior written contract existed or a justified emergency existed.

Departments should work with the Purchasing area of PPS when special circumstances exist, rather than placing orders without an authorized PO. (See [Overview of Purchase Order Process](#)). An employee placing such an order may be held personally liable for the payment if the purchase order cannot be approved by Purchasing. (See [Employee Reimbursements \[Non-Travel\]](#)).

Vendors should be aware that providing a good or delivering a service without a purchase order could delay their payments.

The Purchase Order (PO) document will not be released to the vendor for confirming orders to avoid the possibility of order duplications.

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Construction for Structure Remodeling:

Departments seeking to remodel structures must contact the Facilities Construction Office prior to submitting requisitions. Evidence of approval should be electronically attached to a requisition when submitted or Ad Hoc appropriately.

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Departments must [Ad Hoc](#) to Helen Bailey for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval.
- Category: Search Key Word “Bldg”

Exceptions: Routine equipment maintenance.

Reference:

[Policy 8.4](#) Construction Projects

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Consultants and Professional Services:

Consultants under the code (Gov Code: 2254) is one in which the primary objective is *to study or advise* a state agency in a manner that involves an independent contractor relationship with the employer. Purchasing Department must review ALL consulting contracts involving the hiring of a consultant. Purchasing will consult with General Counsel if necessary and will obtain appropriate authorized signature. Consultants should only be used if there is a substantial need for the service and the University cannot adequately perform the service with its own personnel or through another agency.

Consulting contracts exceeding \$25,000, including any amendments, require publication in the Texas Register 30 days prior to award and require approval of the agency head.

Consultant contracts have pre-procurement and post-procurement oversight from the Legislative Budget Board (LBB) and the Governor's Budget and Planning Office. Contact the Purchasing Section of PPS prior to use of any consultant.

- Category: Search Key Word “Consultant”.

Professional Services are not considered consultants. They are defined as services provided by a licensed or registered professionals, specifically listed as

- Accountant (Category 946-11)

- Architect (Category 906-07)
- Land Surveyor (Category 968-47)
- Lawyer (Category 918-74)
- Physician (Category 948-55)
- Surgeon (Category 948-55)
- Optometrist (Category 948-55)
- Engineer (Category 906-07)
- Licensed Real Estate Appraiser (Category 968-47)
- or a Registered Nurse. (Category 948-55)

Professional Services as listed above are considered independent contractors and do not require Tax Accountant approval unless a foreign vendor or a prior UNT employee. These services do not require bidding or posting on the Texas Register, but do require additional approval if these services are already available in-house, such as architects (attach approval from Construction Office, email acceptable) accountants, (attach approval from Controller’s Office, email acceptable) and lawyers (attach approval from General Counsel’s Office, email acceptable). Do not Ad Hoc at this time.

Additional Requirements: If State funds are used, a Contracted Workforce Payment Form must be completed and electronically attached to the requisition. See [Contracted Workforce Payments Form](#) where services are under \$10,000) or [Contracted Workforce Payments Form](#) where services are over \$10,000).

Reference

- [Policy 4.0.11 & 4.0.12](#) Consulting Contracts, Professional Services Contracts
- [Policy 4.0.22](#) Use of Private Consultant Services
- [Policy 4.0.23](#) Contracted Workforce under \$10,000
- [Policy 4.0.24](#) Contracted Workforce over \$10,000
- [Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Contract Pricing

Goods or services may be purchased from other state supported and approved sources before seeking informal or formal bids. These State supported organizations or Co-ops have already completed bidding for vendor products and can generally be used without bidding. A list of these approved sources can be found on the PPS website at [Contract Pricing](#) under the Purchasing menu. Purchases from these sources can be used easily and expedites your purchasing transaction. Items are easy to look up and larger purchases can be made without the need for obtaining bids. Use [Ask PPS](#) General Purchasing Questions for any additional assistance since some of these websites require a user name and password. See also [Master Purchasing Agreements](#).

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Contracts:

On occasion, vendors require their own contract or agreement be in place prior to doing business with UNT. Contracts are not always an obvious document that includes the word, contract, on it. If the vendor is asking for a signature on terms and conditions, it

might be a contract. This includes terms and conditions that you might be requested to accept on a website when making a purchase (see [Clickwrap](#) agreements).

Note: Authority to sign contracts is only delegated by formal letter issued by the Chancellor, President or the VP of Finance and Administration. Fund managers, Directors, Deans or Chairs are rarely given this authority.

Please ensure that any document associated with a purchase of a good or service requesting a University signature is passed to PPS for additional review by the Contracts area of the Purchasing Section of PPS. Each contract/agreement must be reviewed on an individual basis. The existence of a contract does not preclude policy, laws, or statutes to prevail.

Requisitions showing [good faith](#) bidding and [best value](#) awards must be processed and approved before a vendor's contract will be reviewed. Requisitions must reflect the same payment elements as identified in the contract. For example, contracts for convention hotels that include room rental, presentation equipment, banquets, and a deposit, should have those same elements identified on the Requisition as separate line items. Departments should seek electronic versions of vendor contracts and attach them (unsigned) electronically to Requisitions.

The Contracts Section will be responsible for ensuring the appropriate signature authority is involved in final approval of the contract. The DeptID/ProjID Holder should ensure agreement with all terms and conditions included with the requisition as PPS accepts the DeptID/ProjID holder approval of the requisition as approval of the requested terms and conditions. The terms and conditions generally disclose cancellation fees and clauses associated with the service being purchased.

The PO will only be dispatched to the vendor after a contract has been reviewed and fully executed (signed by authorized UNT representative and the vendor).

Exception: [Grant Subcontracts](#) with other agencies or institutions.

Reference:

[Policy 4.0.3](#) General Purchasing Information

[Policy 10.4](#) Contracts and Agreements

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Contributions or Sponsorships:

Contributions to other organizations must be supported by a justification on the requisition that indicates the contribution is within the mission of the department. Only unrestricted gift funds may be used for contributions. (See also [Gifts](#)).

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Invoice or approved solicitation such as requests from student organizations.

- Justification of how the contribution benefits UNT.
- Category: Search Key Word “Contribution”.

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Course or Instructional Fees or Fees Related to Instruction:

For equipment and materials requisitioned with instructional fee funds, all requisitions must include a statement which certifies that the equipment is “**necessary to provide the services for which the fee is collected**”. For potential purchase of equipment for which this statement is not true, a written request for review by the Budget Office will need to be made. Any questions regarding the use of funds with revenue from a fee should be directed to the Budget Office prior to entry of a requisition. See also [Funding](#).

Reference:

[Policy 2.3.2](#) Fees Related to Instruction

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Emergency Orders:

When possible, contact PPS when an emergency situation is identified and before an emergency requisition is entered. Emergency orders are not automatically exempt from bidding, but may be approved for bidding at the informal level when exceeding \$25,000.

Requisitions must clearly identify the emergency situation and what effect delays in purchasing would have on the University. The comments/body of the requisition should clearly state the [Rush Requests](#) and PPS should be notified of the requisition number as soon as possible by using the Ask PPS area of the PPS website (<http://pps.unt.edu>) .

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Employee Reimbursement (non-travel):

Generally, employees should not pay out of pocket expenses and expect reimbursement. Use of approved purchasing methods should be followed as not all requests for reimbursements can be approved.

All reimbursements are considered confirming or “after the fact”, see [Overview of Purchase Order Process](#) and [Confirming Orders](#). Reimbursements are NOT allowed on State funds (includes HEAF) or Grants that fall under state ruling.

Confirming orders are tracked by PPS and reported on a regular basis to the applicable Vice-President for each university unit.

Requisitions should include the following:

- Follow [CAP IT](#) tips
- Electronically attached receipts showing proof of payment. Receipts should itemize what was purchased. If not itemized, a general description must be provided in the justification.

- Send original receipts attached to an ePro Transmittal Form found on the PPS Website under Forms. Reference in the Requisition's Justification that original receipts are sent.
- Explanation of what event occurred that prevented normal purchasing methods be used and when it occurred.
- Explain how expenses are directly related to the conduct of University business.
- Deptid Holders must have their supervisor approval for reimbursements to themselves. Departments may [Ad Hoc](#) to Supervisor for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval. This approval may be obtained in the form of an email instead of Ad Hoc, but must be electronically attached to the requisition.
- Projid Holders whose fund is automatically routed to Research Services for approval are exempt from Supervisory approval.
- Category should be related to the item(s) purchased.

Exceptions: [Business Lunches/Dinners](#), Travel related expenses.

Reference

[Policy 2.1.18](#) Employee Reimbursements (Non-Travel)

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Travel for Employee, Prospective Employee, Student or Teams:

The Travel Section of PPS is responsible for all Travel payments effecting employees, prospective employees or students and are submitted to PPS using a Travel Voucher form. Information specific to the requirements are available in the UNT Travel Guide posted on the PPS website at <http://pps.unt.edu>. Note that travel related expenses for non-employees or non-UNT students are processed through a Requisition. See [Speakers, Performers, Judges, Officials and their travel expenses](#) and [Participants and their travel expenses for non-employees representing UNT](#) for additional information.

Reference:

[Policy 2.1.15](#) Travel

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Encumbrances:

Pre-encumbrances are the financial activity that start with budget checking of a requisition in the ePro process. Requisitions must have a valid pre-encumbrance in order to be submitted for approval.

When a budget check is performed on a requisition, it represents a review of budget monies available for the purchase and a “set aside” of those funds for future payment to a vendor. Each activity associated with budget checks may be reviewed through the online Cognos system. Transactions are updated to the Cognos database nightly.

Encumbrances occur when PO's are budget checked and they reserve or hold funds for future payment to the vendor. Budget checking is one of the steps in the process when

Purchasing Specialists create the PO from the approved requisition. The PO process should automatically reverse or negate the pre-encumbrance of a requisition.

Expenses are the financial activity with the payment process of a voucher. An invoice is generally the catalyst for the payment process. Budget checking a voucher should automatically reverse or negate the dollar amount from the PO encumbrance. The payment to the vendor is reflected as a debit to the DeptID/ProjID.

Cognos is the software used by the University for budget reporting and reflects the flow of encumbrance activities. A DeptID/ProjID Holder of record must personally review and certify budget transactions monthly.

When reconciling a fund on Cognos, pre-encumbrance and encumbrance problems that are not reversed correctly after a payment is made to the vendor should be directed to PPS for review and necessary correction. Use [Ask PPS](#) to request a review of a pre-encumbrance or encumbrance problem, noting the requisition or PO number.

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ePro Help Desk:

For questions directly related to the correct entry of ePro Requisitions, email ePro@unt.edu, phone 565-3200, or review [ePro Job Aids](#) from the PPS website. Follow-up questions and/or comments regarding requisitions may be submitted through the [Ask PPS](#) on the PPS website, (change <File Type> to Ask PPS).

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ePro Ad Hoc Approval:

The electronic routing of ePro Requisition for approvals automatically includes the Deptid/ProjID Holders, Research Services and Purchasing. Additional approvers can be added using the Ad Hoc feature in the approval process. Coordinators are encouraged to include Ad Hoc routing when specific requirements indicate. Ad Hoc approvers must have training and security access.

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ePro Proxy:

On occasion, Dept ID Holders may not be available to Approve Requisitions because of vacation or other events that keep the Approver away from a computer with web capability for extended periods of time. In these situations, the Dept ID Holder can request another individual who has approval authority be set up in EIS with Proxy by submitting through the [Ask PPS](#) on the PPS Home page (<http://pps.unt.edu>).

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Finding Vendors:

The use of the Central Master Bidder List (CMBL) is another method for locating vendors. Services and goods are assigned commodity code numbers. These commodity codes can be used as search criteria in the CMBL to find vendors who sell those commodities. The CMBL provides addresses, phone, fax, email, HUB ethnicity, gender, and contact names.

A link from each vendor's page can also provide that vendor's status with the state. See [Searching for HUB Vendors on the CMBL](#) located on the PPS website (<http://pps.unt.edu>) for further instructions.

When contacting vendors, departments should always confirm vendors ordering information and document special requirements on a Requisition.

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Food Purchases: [Policy 2.1.6](#) Food Policy

Payments to vendors or reimbursements to employees for meals or food purchases will normally not be made unless individuals who are neither employees nor students of the University also participate and University business is transacted. Only local funds may be used for these payments.

- In situations involving only employee and/or student participation, reimbursement for the meals may be made if one of the following conditions exist: (local funds only)
 - Meal expenses are directly related to business meetings.
 - Meals are provided to employees on the campus for the University's convenience, meaning that there must be a substantial business reason for providing the meals.
- Documentation must be provided with the requisition that supports the fact that the expenses are directly related to or associated with University business.
- This policy does not affect reimbursements related to travel, classroom academic activities, or purchases made by the University food service departments for use in the normal course of business.
- If meals or food purchases involve liquor, then [Policy 10.14](#) must also be followed. No state funds can be used in the purchase of liquor. In addition, all requisitions involving events where liquor is served must contain a certification statement that "no one under the age of 21 who attended the event consumed alcohol". (See [UNT Policy 10.14](#), General Guideline Section)

A list of attendees must be provided which identifies the participants by name and designation sufficient to establish business relationship to the University. In situations involving large groups of people, such as a reception for an event, a general description of the category of guests (i.e. faculty, staff, alumni, ticket holders, etc.) may be included in lieu of an itemized list. See [Business Lunches/Dinners](#), [Alcohol](#) and [Hosted Events by UNT](#).

Additional Requirements: State funds **cannot** be used to purchase business meal related food or alcohol. Note: Some Vice-Presidents and/or DeptID/ProjID Holders may place additional restrictions on the use of university funds to purchase food or alcohol.

Holiday or celebratory events should use discretionary or gift funds. Alcohol purchased for these events must use gift funds.

Each Requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Certification statement that “no one under the age of 21 who attended the event consumed alcohol” or “no alcohol was served”
- List who will attend and their business relationship to the University (i.e. guest, faculty, staff, alumni, ticket holders, etc.). If a large group, a general description of the guests may be given in lieu of an itemized list.
- If some attendees at a business meal do not have a documented business relationship, such as spouses, then gift funds must be used for their portion.
- Explain how expenses are directly related to the conduct of University business.
- Departments reporting under the Provost must [Ad Hoc](#) to the Provost’s Office for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval.
- Category: Search Key Word “Food” and or “Gift” if a tip was given. Separate food, tip and alcohol on different line items

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Food Purchases for instructional purposes in classroom:

Food can be purchased for instructional purposes in the classroom with any fund, but the requisition must document how the food will be used and the class it will be used in.

Each Requisition must include:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Identify Class food will be used for.
- Category: Key Word Search “Food”.

Reference:

[Policy 2.1.6](#) Food Policy

[Policy 10.14](#) General Guideline Section

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Foreign Vendors:

The University Tax Accountant in the Payroll Office must review all foreign vendors for immigration and IRS issues. Payments may not be made to or on behalf of a visiting foreign national unless they hold one of the appropriate Visas that allows UNT to make the payment. This may include travel expenses. Contact the University Tax Accountant in the Payroll Office prior to inviting a foreign national to the University and to assess whether a [Foreign National Information Form](#) is required.

Some services purchased from foreign vendors may be subject to 30% IRS withholding. The University Tax Accountant in the Payroll Office determines when withholding is required.

Each Requisition must include:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Departments can [Ad Hoc](#) to the Payroll Tax Accountant for approval. Coordinator should insert Ad Hoc after DeptID/ProjID approval. If approval was gained prior to submitting the Requisition, approval email and tax instructions must be attached.
- See other requirements for [Independent Contractors](#)
- Whether an additional customs charge is due and payable to a third party when involving the purchase of goods.
- Requisitions that do not show Tax Accountant approval will be denied.

Reference

[Revised Payment Procedures for Personal Services/Independent Contractors](#)

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Fund Manager Responsibility:

It is the responsibility of each DeptID/ProjID Holder to ensure all [funds](#) entrusted to them are managed in accordance with state statute, applicable federal law and the University policies and procedures. As custodian of those funds, the DeptID/ProjID Holder assumes full accountability for all processes and personnel that might affect them. Responsibility for a DeptID/ProjID Holder is further defined by [Policy 2.1.10](#) Department, Project and Grant Identification Holder Responsibility. See also [HUB Responsibility](#).

A DeptID/ProjID Holder must be a full-time employee of the department in which the DeptID/ProjID is held. Generally, a DeptID/ProjID Holder will be a non-classified employee or an employee in a classification occupied only by that employee, including but not limited to the following administrative levels within the University:

President

Vice President

Assistant/Associate Vice President

Dean

Assistant/Associate Dean
Department Chairperson
Director
Assistant/Associate Director
Manager
Assistant/Associate Manager
Full time Faculty

Any exceptions to the DeptID/ProjID Holder eligibility requirements must be approved, in writing, by the Vice President for Finance and Administration.

The DeptID/ProjID Holder is responsible for attending [training](#) necessary to review and if appropriate, approve the financial transactions for which they are the holder of record. Questions concerning assignment of Deptid/Projid Holders and fund availability should be directed to the Budget Office. Questions concerning grant funding should be directed to the Office of Grants and Contracts Administration.

Reference:

[Policy 4.0.14](#) Account Holder Responsibility
[Policy 2.1.10](#) Department, Project and Grant Identification Holder Responsibility
[Policy 1.2.9](#) Ethics
[Policy 1.2.15](#) Responsibilities and Rights of Employees Under the UNT Compliance Program
[Policy 1.7.1](#) Performance Counseling and Discipline
[Policy 9.12](#) Fraud

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Furniture:

Departments seeking to purchase furniture must have approval from the Facilities Construction Office. Requisition submitted through ePro using one of the “furniture” category codes, would automatically route to the Facilities Construction Office for approval.

Each Req should contain:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Category: Search Key Word “Furn”

Exceptions: UNT System orders. Maintenance or repair of furniture. Purchase of furniture parts or furniture rental.

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HUB Responsibility

The University of North Texas is dedicated to assisting Historically Underutilized Businesses (HUBs). Our mission is to promote and increase procurement opportunities with HUBs by demonstrating a good faith effort through advocacy, education, knowledge, and development. A HUB is defined as 51% owned by a minority including

Black, Hispanic, Asian, American Indian and female. State Agencies are required by Law to provide good faith efforts for HUB vendors to participate in bidding opportunities. See [Fund Manager Responsibility](#).

HUB procurement expenditure goals determined by TAC § 111.13, Texas Government Code 2161.181 & 2161.182, are as follows:

- 11.9% Heavy Construction
- 26.1% Building Construction
- 57.2% Special Trade Construction
- 20.0% Professional Services
- 33.0% Other Services
- 12.6% Commodities

UNT has a full service HUB coordination section in Purchasing and Payment Services to assist qualifying businesses in becoming HUB certified and to assist the University in meeting our HUB goals.

DeptID and ProjID Holders are responsible for obtaining quotes from HUB vendors to increase procurement opportunities. HUB utilization reports by DeptID/ProjID, Department, Vice-President and by the institution are available through the UNT portal at my.unt.edu.

References:

- Texas Government Code, Chapter 2161
- [Policy 4.0.13](#) Historically Underutilized Business (HUB)
- [Policy 4.0](#) Purchasing

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Funding:

Funding source is a necessary requirement for any purchase.

State Funds require special review that is not applied to Local Funds.

Grants may also be governed by State, Federal and/or local rules.

The chart below identifies the general numbering scheme for State, Local and Grant Funds:

State Funds	Grant Funds	Local Funds
10000 – 49999	G33000 – 35999*	50000 – 62999
68000 – 68999**	G41000 – 41999*	63000 – 63999
84000 – 84999**	G43200 – 43299*	64000 – 67999
F84000 – F84999**/**	G70000 – 74999	69000 – 69999
	F800000 – F83999***	75000 – 83999

	GA0000-GZ9999 (UNT) PA0000 – PZ9999 (UNT @ DC) UA0000 – UZ9999 (SYS)	85000 – 99999
<p>*Treated same as state funds</p> <p>**Higher Education Assistance Funds (HEAF)</p> <p>***Construction, ongoing projects, longer than one year.</p>		

**Higher Education Assistance Funds (HEAF):
Using HEAF Funds**

HEAF funds are to be used for construction, major renovation, or to purchase equipment and put that purchased equipment into service. It is not to be used for operating expenses.

The equipment is not required to meet the capitalization threshold (currently \$5,000), but it does need to meet certain general criteria including:

- A useful life of over a year
- A cost more substantial than mere supplies
- Part of installation of equipment purchased with HEAF and necessary to put the equipment into service

Examples of small equipment that (depending on price) might be purchased with HEAF are scanners, calculators (desk models, not the \$5.99 hand held ones), electronic staplers, electronic stamp machines, cameras, projectors, etc.

HEAF should not be used for repairs of buildings or equipment, or for replacement parts. It is to be used for initial purchases of equipment only. If included in the initial purchase order, the first three years of maintenance on the equipment can be paid from HEAF. Subsequent maintenance is considered operating expense and is not to be paid from HEAF funds.

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Gifts or Honorariums:

Gifts must be purchased or reimbursed from an unrestricted gift fund. Gifts include tips, [plants and flowers](#), tokens of appreciation given in honor of retirement or accomplishment and other items for personal use or of a personal nature

If the department does not have a gift account, they can make a request to use the VP’s gift account. The approval of use is at his/her discretion. The best approach is to “pass the hat” rather than relying on unrestricted gift funds.

See also [Cash or Gift Cards](#). *PCard should **not** be used for purchase of gifts without an approved exception request on file with PPS.*

Honorariums are appropriate from all local funds as long as the individual is providing a service to the University, see [Speakers, Performers, Judges, Officials and their travel expenses](#).

Honorariums for individuals *who do not perform a service* must be paid from unrestricted gift funds.

Gifts to faculty and staff (both monetary and non-monetary) must follow UNT policy ([Policy 1.6.6](#) Faculty and Staff Gifts and Awards), which requires review and approval from Human Resources. Depending on the value, approval from appropriate Vice Presidents or Deans may be required. The value of the gift may also require review by the University Tax Accountant in the Payroll Office. All approvals, (usually in the form of an email) should be attached to the requisition.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Purpose of gift and how UNT benefited.
- When tangible goods are purchased from a third party vendor, the department should be prepared to provide the name, social security number and current mailing address of the recipient.
- Category: Search Key Word “gift” or “Contribution”.

Reference:

[Policy 2.1.13](#) Gifts and Honorariums

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Grant Subcontracts:

Requisitions for ***Grant Subcontracts to other agencies*** or organizations are automatically routed to Research Services electronically in the EIS system for review and approval to ensure reporting requirements are met specific to the grant. These are considered sole source and bidding is not required. Research Services may provide specific instructions on how the Requisition should be constructed including specific verbiage.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Electronically attached ***signed*** subcontract that identifies the specific vendor. Note: Research Services should provide signed contract to departments.
- The basic service requirements as identified on the contract.
- Beginning and ending dates.
- How payments will be processed (by vendor invoice and/or by department notification of service rendered).
- Requisitions should encumber the full amount contract specifies noted to “not exceed”.
- Category: Search Key Word “Subcontract”.

Materials or services purchased with grant funds are also automatically routed to Research Services electronically in the EIS system for review and approval to ensure

reporting requirements are met specific to the grant. However, this approval does not supersede UNT policy, laws and statutes. Bid threshold limitations must be followed. Confirming orders (after the fact purchases), or employee reimbursements will not be allowed on grant funds treated under state statutes. (See also [Funding](#) and [Participants](#)).

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Purpose of the item as it complies with the grant fund use.
- Category: Search Key Word is based on general description (Equip, Maintenance, Gases, etc).or services provided (Prof Svc or Services).

Reference:

[Policy 16.12](#) Office of Grants and Contracts Administration

[Policy 16.12.3](#) Office of Research Compliance

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Hazardous Chemicals, Radioactive and Biological Materials:

Common non-hazardous chemicals can be purchased with a departmental PCard, as long as the NFPA rating is less than 3. The list of hazardous, radioactive or biological materials with a [NFPA rating of 3 or higher](#) are restricted PCard purchases and must be purchased through the requisition process. The list is not inclusive of all restricted chemicals.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Location of where the chemicals will be stored and/or used.
- Requisitions for Hazardous, Radioactive or Biological materials automatically route for approval from appropriate responsible parties. The Department should forward the items information data sheet which describes the nature of the chemical to Risk Management.
- Category: Search Key Words “Biochemical”, “Chemical”, “Hazardous” or “Radioactive”.

Reference:

[Policy 4.0.18](#) Hazardous and Radioactive Materials

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Hosted Events, UNT:

Departments are encouraged to utilize in-house services provided by the University (Gateway, Student Union, Avesta, etc.) If in-house services are not available or adequate, departments may elect to seek services outside the University. These services

often exceed bid limits, but are generally not biddable by nature. [Good faith](#) should be practiced based on comparisons of availability, capability, and [best value](#). This information must be documented on the requisition bid tab.

Hotels and caterers, generally, require separate contracts that must be reviewed by the Contracts area of PPS. (See [Contracts](#) for additional processing information).

Deposits are often required and are not considered a pre-payment. Requisitions must reflect the same payment elements as identified in the contract. For example, contracts for convention hotels that include room rental, presentation equipment, banquets, and a deposit, should have those same elements identified on the requisition as separate line items.

Additional Requirements: State funds **cannot** be used to purchase business related food or alcohol. Note: Some Vice-Presidents and/or DeptID/ProjID Holders may place additional restrictions on the use of university funds to purchase food or alcohol.

Holiday or celebratory events should use discretionary or gift funds. Alcohol purchased for these events must use gift funds.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Date of event, purpose and the benefit to UNT.
- Compliance with the Food Policy if applicable. (See [Food Purchases](#), [Business Lunches/Dinners](#) and [Alcohol](#)).
- Certification statement that “no one under the age of 21 who attended the event consumed alcohol” or “no alcohol was served” if applicable.
- Electronically attached unsigned contract.
- Electronically attached other supporting documentation (Quotes, itinerary, etc.)
- List each component on a separate line. (Deposit, banquet, room rental, etc.)
- Contact information for department and vendor, including full phone number (not just office extension) and fax numbers.
- Category: Search Key Word “Convention” for all line items

Additional Requirements: Note: Some Vice-Presidents and/or DeptID/ProjID Holders may place additional restrictions on the use of university funds to support social events.

Reference:

[Policy 2.1.6](#) Food Policy

[Policy 4.0.3](#) General Purchasing Information

[Policy 10.4](#) Contracts and Agreements

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Historically Underutilized Business (HUB) Vendors:

The University is committed to achieving the State's goal of increasing contracting opportunities for Historically Underutilized Businesses (HUB's). See [HUB Responsibilities](#).

A HUB is defined as 51% owned by a minority including Black, Hispanic, Asian, American Indian and female. State Agencies are required by Law to provide good faith efforts for HUB vendors to participate in bidding opportunities.

Reference:

Texas Government Code, Chapter 2161

[Policy 4.0.13](#) Historically Underutilized Business (HUB)

[Policy 4.0](#) Purchasing

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Independent Contractors:

Payments for services to non-incorporated businesses, individuals not employed by the University of North Texas, and other entities required under IRS guidelines will be reported as required to the Internal Revenue Service on Form 1099. Requisitions (if it requires a new vendor to be established) must include a complete mailing address. A social security number or Individual Taxpayer Identification Number (ITIN) is required when payment is made to an individual in order to assign a State of Texas vendor identification number. In the case of a payment for services to a foreign national, the IRS requires a social security number or ITIN before payment is made. Additional requirements apply if [Foreign Vendors](#) are providing services or goods.

Depending on the service being provided along with other factors, IRS guidelines may determine an individual should be paid through Payroll as an employee, not through a Purchase Order. This would include any individual who worked for UNT within the last 12 months.

To determine if an individual should be considered as an employee, the vendor must complete an [Independent Contractor Form](#). Certain services are exempt from completing the Independent Contractor (IC) form because they are automatically considered an Independent Contractor and can be paid by PO. These exceptions are listed at the bottom of the form itself. See also [Speakers, Performers, Judges, Officials and their travel expenses](#).

Vendors not approved as independent contractors must be treated as an employee and paid through the Payroll Office and the Requisition subsequently canceled.

Additional Requirements: If State funds are used to pay an individual, a Contracted Workforce Payment Form must be completed and electronically attached to the requisition. See [Contracted Workforce Payments Form](#) where services are under \$10,000) or [Contracted Workforce Payments Form](#) where services are over \$10,000).

Each Requisition should contain the following:

- Follow [CAP IT](#) tips
- If not exempt, a completed IC form should be scanned and electronically attached to the requisition for review by the UNT Tax Accountant.
- If state funds used, electronically attach Contract Workforce Payment Form if applicable.
- Departments must [Ad Hoc](#) to the Payroll Tax Accountant for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval
- Specific withholding instructions for [Foreign Vendors](#) made by the Tax Accountant must be included.
- Category: Search Key Word “Prof Svc or Services”.

Reference

[Revised Payment Procedures for Personal Services/Independent Contractors](#)

[Policy 4.0.23](#) Contracted Workforce under \$10,000

[Policy 4.0.24](#) Contracted Workforce over \$10,000

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Master Purchasing Agreements for Campus Wide Use:

For services or goods that are common across campus, PPS Buyers can request and award formal bids to vendors as master purchasing agreements. A list of current services/goods and vendors can be found on the PPS website under [Contract Pricing](#). Any department, regardless of campus may use these agreements when applicable, for the content in which they were written. Bidding is not required.

The requisition should contain the following:

- Follow [CAP IT](#) tips
- Service or goods must be fully identified.
- Reference the Master Purchasing Agreement Name and Number
- Category is based on item or services provided.

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Memberships:

- Memberships in professional organizations are payable with local or state funds. Requisitions involving state funds will be automatically routed for authorized funding approval to the President or their designee. Buyers will be responsible for adding the following statement on the PO: "This payment serves a public purpose and the agency is receiving adequate consideration." **State funds do not allow for payment more than six week prior to the membership start date.**

An example of the correct format to be used for memberships:

University of North Texas
 Representative: Dr. John Doe, Dean
 1155 Union Circle # (department box number)
 Denton, Texas 76203

Individual memberships may be considered personal gain by the IRS and could be reported on employees W-2.

State funds should not be used for individual memberships.

Memberships in country clubs must have UNT President approval, usually contained in the hire letter, which allows local funds to be used. Club memberships not approved by the President or contained in the individual's hire letter, must be paid from gift funds.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- The name of the group or organization in full.
- Inclusive dates of the membership period (beginning and ending dates).
- For membership on State funds, see additional requirements above.
- For country club memberships on local funds, President approval or hire letter designating such should be attached. If no documentation exists, use of gift funds is required.
- Benefit of membership to the university.
- An invoice or other official documentation from the vendor describing the membership fee.
- Category: Search Key Word "Membership". Note, only use Membership on State when using state funds.

Reference:

[Policy 2.1.4](#) Memberships

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Moving/Relocation Expenses for New Employees:

The appropriate Vice President or President must approve Moving/Relocation expense reimbursements for new employees before a requisition is submitted, regardless of the source of funding. Though many of the expenses are travel in nature, moving/relocation expenses should be submitted on a Requisition, not a travel voucher. This includes moving/relocation expenses for house-hunting trips and other travel related transactions that are authorized by the hire letter.

Electronically attach a copy of the new employee hiring letter or employment contract, which clearly authorizes and defines such expenses, to the requisition for processing.

New employees may pay out of pocket and seek reimbursement or the department may offer to pay a third party moving/relocation company that exist on a group purchasing program, not to exceed the amount stipulated on the hire letter. Expenses beyond the approved reimbursement amount are the sole responsibility of the individual.

Mileage reimbursements to employees in excess of the IRS mileage rates will be taxed. As of July 2008, the IRS deductible rate was 27 cents per mile.

Requisitions should contain the following:

- Follow [CAP IT](#) tips
- Electronically attached the employee hire letter which should indicate amount authorized for reimbursement.
- Electronically attached proof of payment of approved expenses related to the move if seeking reimbursement.
- Electronically attached moving/relocation company quote, if paying third party. If moving/relocation expenses are authorized to exceed \$5,000, moving/relocation company bids should be noted on the requisition bid tab.
- Category: Search Key Word “Moving/Relocation”.

Reference:

[Policy 2.1.17](#) Moving Policy

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Multiyear Requisitions:

Multiyear requisitions are identified when the expenses are paid from both current and future budget years. Copier leases, or equipment maintenance agreements are the most common of multi year requisitions. These often exceed \$5,000, so [bid requirements](#) or bid exceptions must be addressed prior to award. The purchase is based on set terms for specific good/service. This purchases are not considered [Blanket Orders](#).

Multiyear orders should only encumber current year expected expenses. Future year expenses will be added to the original PO by PPS personnel at the beginning of each fiscal year throughout the contract period. It is important that the Requisition define the full contract terms in the justification portion.

Vendors offering items or services that extend beyond the current fiscal year will often require their own [contract](#) be signed.

Each Requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Electronically attached vendor contract (unsigned), if applicable.
- Line items pertaining to current year expense only. Do not enter future years on separate line items. For example:
 - a copier lease will have one line item for 12 months (or less) for \$100 per month on a current budget date totaling \$1200 encumbered for the current fiscal year.
 - If related to a copier, add copy allowances for the current fiscal year only. Include rates for excess copies in the item description. Note that excess

copy charges can be paid unencumbered, but will require department approval with each payment processed.

- In the requisition justification, documentation should indicate the length of the contract with beginning and ending dates of the agreement (36 months for example), the amount of monthly payments, and the **total commitment amount** for the entire lease period. If escalation rates (the option of different pricing for future years) are used, they also must be specified in the justification.
- Category: Search Key Word is based on general description (Equip, Maintenance, Gases, etc).or services provided (Prof Svc or Services).

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Orders Exceeding \$100,000:

In an effort to provide further documentation of administrative approval beyond the DeptID/ProjID Holder for large purchases of \$100,000 or more, Requisitions will automatically route to the departments respective Dean or Vice-President for review and approval. PPS will monitor the routing and will contact directly if failed to route in EIS. See also [HUB Subcontracting](#).

Exceptions: Requisitions on System funds.

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Participants and their travel expenses for non-employees representing UNT:

Some University projects require participation of research subjects where an incentive may be authorized, such as a minimal cash payment. In some cases, confidentiality is also required. See [Petty cash](#) as the best option.

Participants may also be allowed full or partial reimbursement for travel expenses. Departments may elect to pay expenses to a third party, but this method may be considered personal gain by the IRS and as such may be reported. Travel expenses for these non-employees and non-UNT students should be processed on a Requisition with receipts attached.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- The purpose and benefit to UNT.
- Date and location of event.
- If reimbursement, electronically attached proof of payment on itemized receipts. If reimbursement is limited and does not match the receipts amounts, specify such in the requisitions justification to confirm the difference is deliberate.
- If paying a third party, such as airfare or registration fee, electronically attach vendors supporting documentation such as airfare itinerary so rush payment can be made.
- Category: Search Key Word “Participant” or “Promotional”.

Exceptions: UNT employees, students traveling as part of a team with a UNT employee sponsor attending or students not part of a team, but representing UNT at outside symposiums or conferences. See [Travel for Employee, Prospective Employee, Student or Teams](#)

Reference:

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Petty Cash:

Petty Cash funds are established by the authority of the Controller or Vice President for Finance and Administration, or their delegated representative. To establish a cash fund, a justification should be submitted to the Payment Services Section of PPS for review. Cash funds are used for paying small valued participant incentives, small charges or incidental expenses that cannot otherwise be paid with University checks and/or PCards.

A [Request for Petty Cash Form](#) with justification explaining the need for the funds, identification of the individual who will be responsible for the monies, where the funds will be located, and how they will be secured should be submitted to Purchasing and Payment Services for processing. Fund custodians must be full-time employees of the University, are required to balance the account routinely, and to request reimbursements on at least a monthly basis, if applicable. For more information see the [Petty Cash Guide](#) located on the PPS website: <http://pps.unt.edu/>.

Expenditures must meet the legal requirements for the fund group, and the monies may not be used to circumvent current purchasing procedures. Requisitions are not used to request Petty Cash.

Reference:

[Policy 2.1.3](#) Petty Cash, Demand Deposits, Working Funds

[Policy 2.1.10.1](#) Cash Handling Controls

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Plants and Flowers:

Plants and flowers can be purchased on local funds only if they will be retained by the department for decoration or used for ground maintenance.

State funds may be used for ground maintenance such as campus landscaping; generally allowable only by Facilities.

Plants or flowers given to individuals or sent to families for sympathy are considered gifts and only unrestricted gift funds can be used. (See [Gifts](#)).

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Purpose and benefit to UNT.
- If a gift, identify the recipient and their relationship to the university.
- Category: Search Key Word “Plant” or “Flowers”.

Reference:

[Policy 4.0](#) Purchasing

[Policy 2.1.13](#) Gifts and Honorariums

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Postage, Freight and Shipping:

Departments should seek *postage* services from UNT Mail Services, including prepaid postage envelopes, before looking to purchase these services from outside vendors. Special instances may allow departments to purchase limited amounts of postage stamps, but justification is subject to approval by the PPS Director.

Each requisition for *Postage* should contain the following:

- Follow [CAP IT](#) tips
- Justification for not utilizing the Campus Mail Service.
- A full explanation of how the postage stamps are to be used and the benefit to UNT.
- The exact quantity and denominations of the postage stamps to be purchased.
- The name of the employee in the department who will be custodian of the stamps.
- Category: Search Key Word “Post”.

Additional Requirements: State funds cannot be used for postage stamps used on postage-paid return envelopes.

Freight Charges, occur if shipping an item to/from campus. This applies when freight is not considered part of the expense to purchase an item. Freight is exempt from the Postage policy. Freight often requires prepayment as an industry standard and does not require additional approval. It is recommended that departmental PCards be used for overnight carriers.

Shipping costs associated with purchased items is part of our terms and conditions. If charged by the vendor, it is automatically added to the expense. Shipping does not need to be a line item of a Requisition, however it should be noted the expense may exceed the encumbrance. Please add any freight information discussed (amount of shipping, vendor or university payment of charges, etc) with the vendor in the Justification section of the requisition.

Each requisition for *freight* should contain the following (if a departmental P Card cannot be used):

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Electronically attached vendor’s quote or prepayment invoice showing what is being shipped and the charges.
- The purpose and benefit to UNT.

- Shipping insurance can also be including with freight charges and does not require separate approval by Risk Management.
- Category: Search Key Word “Freight” or “Air”.

Reference:

[Policy 2.1.8](#) Postage

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Prepayments:

Generally, payments are released only after goods/services have been received. However, there are industry standards where prepayment is acceptable and additional approval is not required. The most common is registrations, subscriptions and memberships. Vendor provided cost descriptions are commonly provided in these cases. PCard payments should be utilized for prepayments unless otherwise prohibited.

In some cases vendors require prepayment that are not industry standards, and as such, require additional approval.

Requisitions should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Clearly indicate in the Requisition’s Justification that a Pre-payment is requested by the Vendor.
- An invoice or other payment document from the vendor that indicates prepayment is required as normal practices. In some cases, the invoice will lack a clause that says “PO’s accepted”.
- Justification from the department that there is no other available vendor available that do not require prepayment.
- Categories: Categories should be based on the goods or service being purchased.

Exceptions: State funds should not be used for prepayments. Deposits are not considered prepayments. Subscriptions, registrations, or memberships do not require justification.

Reference:

[Policy 2.1.7](#) Prepayments

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Printing/Copying:

Printing or copy work estimated by Printing Services to be \$500 or less will be produced by University Printing Services. It shall be solely the discretion of the Director of Printing Services to determine the actual point of production. Payment for Printing Services is made by Interdepartmental Orders (IDO). Estimated printing orders in excess of \$500 may be bid to capable printers upon request of the customer department.

EIS automatically routes requisitions through the EIS system to Printing Services for review and approval when the correct category code is selected. Approval by Printing Services may preclude approval by URCM, see [Branding/Logo](#). (See [Publications](#) for information on how to process requisitions).

Each Requisition must include:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Category: Search Key Word “Printing” or “Publications”

Reference:

[Policy 6.2](#) Printing Services

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Promotional

Depending on the mission of a department and appropriate funding, the purchase of promotional items may be authorized. Promotional items are further defined as any item used for marketing the UNT organization – whether to make the name more widely known or successful. Promotional items can not be purchased with a departmental Pcard without an approved and authorized exception.

Each Requisition must include:

- Follow [CAP IT](#) tips
- Individual promotional items should be nominal in cost; under \$50.00 and the use of approved UNT logos are encouraged.
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Category: Search Key Word “Promotional”

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Proprietary Source:

Proprietary source is considered a bid exception and is subject to approval by PPS Buyers, see [Bid Requirements](#) and [Sole Source](#).

Each Requisition must include:

- Follow [CAP IT](#) tips
- Documentation from the department that specifies:
 - (a) why a particular service is **required** and
 - (b) why only the suggested vendor (proprietary) must be used to meet the requirement.
- Use the [Sole Source](#) form (located under Purchasing Forms on the PPS website) and electronically attach to a requisition along with the vendor’s affirmation document.

Reference:

[Policy 4.0.9](#) Proprietary or Sole Source Purchases

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Publications:

All UNT publications, including pamphlets and brochures must be reviewed for content and approved by University Relations Communication and Marketing Department (URCM). The review and approval for compliance with the branding policy <http://www.unt.edu/identityguide/unt-policy.htm> must accompany the requisition. (See also [Printing/Coping](#) and [Advertisements](#)).

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Name of pamphlet, brochure or other printed medium.
- Publishing date.
- Electronically attached paste up as it will be published, including logo and wordmark.
- Electronically attached approval from URCM. Do ***not*** Ad Hoc at this time.
- Category: Search Key Word “Printing” or “Publications”

Exceptions: Intellectual Property and UNT System printing. The UNT Dallas campus printing needs are handled by the Dallas Marketing staff.

Reference:

[Policy 7.1](#) Institutional Brand Identity Policy

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Purchasing Cards (PCards):

The Purchasing Card program is designed to provide a fast and efficient method of procurement by departments for their day to day operations. PCard purchases are limited to goods or services where orders do not exceed a specific limit authorized for each individual cardholder and the purchase meets guidelines established by UNT Policy and as outlined in the PCard Program Guide. For example, certain types of purchases require additional review by PPS and, therefore, are not appropriate to be made at the department level on the PCard such as **awards, gifts and promotional items**. PCards are available to full time University employees approved by the responsible DeptID/ProjID Holder. All individuals who participate in the PCard program must receive initial cardholder training and complete annual refresher [training](#). (For more information visit the PCard section on the PPS website: <http://pps.unt.edu/>).

Reference:

[Policy 4.0.3](#) General Purchasing Information

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Purchase Order Change Request:

Department ePro Coordinators have access to edit, make changes and resubmit requisitions as long as the edit function is available in ePro. Once a requisition's status becomes "approved", access to edit is removed. Changes at that point, if approved, would be made to the PO by the authorized Purchasing Specialist. (Use [Ask PPS](#) to submit a request for a change to a PO, change the File Type to Ask PPS).

Each request for change must be reviewed to ensure policy, laws, and statutes are followed. Changes to PO's using state funds are rare and should be avoided.

Additional quantity changes will be considered with justification. Department representatives should seek current vendor quotes or pricing to ensure the PO reflects accurate information.

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Refunds from UNT funds:

Refunds differ from reimbursements. Refunds handled by PPS are **not related to student** class registrations or withdrawals. Generally, payments are collected from event participants registering for University sponsored conferences or events, either the event is later canceled or the participant withdraws and requests a refund. Refunds are not considered a personal gain by the IRS so a social security number is not required.

These are considered a reduction to revenue and should not be submitted on a Requisition. Use a [Check Request](#) form and attach a copy of the deposit ticket showing the fund the revenue was deposited to.

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Registrations:

If an employee pays a registration fee while in travel status, they may be reimbursed on the travel voucher upon their return. To pre-register, departments should use the PCard. If the vendor does not accept the PCard or the purchase exceeds PCard guidelines, a requisition can be submitted.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Description, date and location of the event.
- Name of the individual who is attending the event. If an employee, the employee ID (EMPLID) should be provided.
- If a non-employee, the relationship of the individual to UNT and proper justification for payment of the registration fee should be provided. The justification will determine the type of funds that can be used for paying a non-employee's registration fees. Grant or gift funds may be recommended.
- The statement "No food, lodging, or entertainment included in registration fee" must be typed in the requisitions justification. If the registration fee covers any of

these items, the statement must be adjusted accordingly. At the time the travel voucher is filed, the meals or lodging included in the registration fee must be properly deducted from the travel reimbursement request.

- The requisition should be made payable to the organization in most instances with the name of the organization written out, rather than abbreviated or as an acronym.
- Electronically attached the completed registration form
- Category code: Search Key Word “Registration”.

Reference:

[Policy 2.1.11](#) Registration Fees

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Rented Vehicles/Trucks (Not Employee Travel Related):

Departments should first seek the use of vehicles or trucks from Facilities Fleet. If a vehicle is not available or capable, departments may seek this service from an outside vendor. Renting a vehicle often requires a written contract. (See [Contracts](#) for additional processing requirements). Additional insurance is recommended when renting a truck for transporting goods, but Risk Management does not recommend additional insurance for passenger vehicles if the driver is already covered by UNT to drive a UNT vehicle.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Electronically attached the rental agreement contract (unsigned).
- In the requisitions justification, document why an outside vendor rather than Facilities Fleet is being chosen, the purpose of the rental and the benefit to UNT.
- Additional insurance should only be identified on the requisition if renting a truck for transporting goods.
- Category: Search Key Word “Rental”

Exceptions: Vehicles rented as part of an employee travel or team travel.

Reference:

[Policy 9.11](#) Risk Management

[Policy 10.8](#) Insurance

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Royalty Payments:

Royalties to University employees or prior employees are payable per contractual terms, generally based on classes taught by other than the author, a percentage of value, times the number of students.

Payment will be scheduled per the intellectual contract terms.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Copy of the royalty contract/agreement.
- Number of students who completed the course (screen print of class list from EIS electronically attached).
- Class name, instructor, number and dates taught (screen print of class summary from EIS electronically attached).
- Beginning and ending dates of the semester the Royalty pertains to.
- Calculation formula (how amount was determined) shown in the requisition justification/summary. An excel spreadsheet with this information is acceptable.
- Category code: Search Key Word “Royalty”

Royalties payable to other vendors: Generally, royalty payments to other vendors are prepaid as an industry standard and additional approval is not required.

Reference:

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Rush Request:

Normal processing from the receipt of the requisition in PPS to dispatching a PO is 5 business days during non-peak periods. Processing time is generally increased at the beginning (September and October) and end (July and August) of the fiscal year.

Purchase orders are faxed to the vendor unless the department documents in the requisitions justification that mailing to the vendor is preferred, but departments should document the vendor’s fax number in the Requisition’s Justification.

Rush requests should only be used in emergency situations (i.e.: equipment repairs, resolution of problems, etc). Approved rush requests will be processed within 1-2 business days.

If a PO is required to be sent to the vendor in less than 5 working days, a Rush Request should be justified in the comments/body of the requisition and a notification of the RUSH request submitted to PPS through [Ask PPS](#), available on our website, <http://pps.unt.edu/>.

If a payment is required in less than 30 days, the justification for the rush request should be addressed in the comments/body of the requisition. Use the [Ask PPS](#) “Rush” email available on our website, <http://pps.unt.edu/>.

The following list represents items that PPS attempts to process as quickly as possible.

Accreditation Fees	Registration
Airlines	Royalties
Insurance Claims	Travel Agencies
Legal Fees approved by UNT’s General	

Counsel Memberships Participation Fees Payments made to Athletic Game Officials	University License Fees Visa Applications
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Sole Source:

Sole source is considered a bid exception and is subject to approval by Director or Sr Associate Director of Purchasing, see also [Bid Requirements](#) and [Proprietary Source](#). Each Requisition must include:

- Follow [CAP IT](#) tips
- Documentation from the department that specifies
 - why a particular service is *required* and
 - why other vendors cannot be used to meet this requirement.
- A formal notice on company letterhead from the vendor confirming they are the only business able to provide that good/service.

Use the [Sole Source](#) form (located under Purchasing Forms on the PPS website) and electronically attach to a requisition along with the vendor’s affirmation document. See also [Proprietary Source](#).

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Speakers, Performers, Judges, Officials and their travel expenses:

Speakers, Performers, Judges and Officials are considered [Independent Contractors](#) and do not require an Independent Contractor form to be completed. However, should any have a *prior employment history* with UNT; they must be paid through Payroll and not on a requisition. Departments should confirm employment history for last 12 months before creating a requisition.

While a speaker contract is not a University requirement, there is sample agreement available from General Counsel. The agreement would ensure the terms agreed to between the speaker and the department. Though this agreement is not required, if used, appropriate signature authority must be obtained.

Departments should *confirm the nationality of the individual before inviting them to participate*. (See [Foreign Vendors](#) and contact the University Tax Accountant in the Payroll Office.) Payment for services and payments on behalf of foreign vendors, including travel expenses, may be subject to IRS withholding or may not be allowed due to terms of the individual’s visa status.

When departments elect to pay travel expenses, prudence should be practiced by setting limitations prior to commitment. It is recommended that travel expenses be paid by the individual, who can then be reimbursed, but departments can elect to pay third party vendors such as airfare and lodging directly. Travel expenses for non-employees and non-UNT students should be processed on a Requisition, not a travel voucher.

If reimbursing the traveler, it's recommended that the reimbursement occurs after the trip is taken. If reimbursing before the trip, the department should state on the Requisition that they are accepting the risk of loss.

Regardless, IRS withholding may still apply and it will be the department's responsibility to see those services delivered to the individual.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Name of person or group.
- Confirmation the individual is a US Citizen (if not, see [Foreign Vendors](#) for processing requirements).
- Confirmation the individual is exempt from Independent Contractor Form, (if not, see [Independent Contractors](#) for processing requirements)
- Confirmation the individual is not a prior employee (if prior employee of UNT within the last 12 months, vendor must be paid through the Payroll Office and not on a requisition). For questions, contact the Tax Accountant in Payroll Office.
- Date and location of event.
- Benefit of the event to the university.

If requisition is for travel expenses including airfare or lodging, it should contain all the above, but also include:

- The third party vendor contact person, phone and fax number.
- If airfare, state contracted rates are not allowable, but departments may use a travel agency. Electronically attached flight itinerary showing amount for rush payment.
- Date of travel or expected stay and a confirmation number if available.
- Categories: Search Key Word "Speaker", Prof Svc" or "Services" for all lines.

It is allowable for departments to request the check be made available for pick up prior to the event with the understanding that the department representative hold the check until the event has occurred, ensuring the service was rendered. In that case, the check may be handed to the individual at the conclusion of the event. If this option is used, the requisition must include the date the check is to be ready and the name and phone number of the department representative who will pick up the check and be held responsible for the payment until turned over to the vendor.

Reference:

[Revised Payment Procedures for Personal Services/Independent Contractors](#)

[Policy 4.0.23](#) Contracted Workforce under \$10,000

[Policy 4.0.24](#) Contracted Workforce over \$10,000

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Spreadsheet:

[The Spreadsheet](#) is a monthly newsletter advising the University of policy and procedures, important information, any changes, and “how-to” tips from the Controller’s Office, Financial Reporting, Payroll, Purchasing and Payment Services and Student Accounting. [Spreadsheet Archive](#) is also available on our website.

Reference:

[Policy 2.1.2](#) General Payment Information

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Subscriptions:

Departments should use their departmental PCard to purchase or renew subscriptions. If the vendor cannot or does not accept the PCard, the purchase exceeds PCard limitations, or requires acceptance of terms and conditions, departments can submit a requisition. All subscriptions should be in the name of the University of North Texas.

Example of correct subscription:

University of North Texas
% Dr. John Doe, Dean
1155 Union Circle # (department box number)
Denton, Texas 76203

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Electronically attached the vendor invoice showing the subscription rate.
- Purpose and benefit to UNT.
- Category: Search Key Word “Subscription”.

Additional Requirements: When using state funds, subscriptions cannot be purchased more than six weeks in advance and the service length cannot be for more than two years.

Reference:

[Policy 2.1.5](#) Subscriptions

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Telecommunications:

UNT’s data communications network is shared by all departments. The introduction of communication devices that might affect the behavior or performance of the network without proper planning may result in disruption of services to everyone on campus. Therefore, all devices that communicate over UNT’s network must be approved prior to ordering, using the [Telecommunications Customer Service Center](#). Telecommunication services, including cell phones and Personal Computing Devices (PDA, iPad’s, etc.), must be coordinated with [Telecom Services](#) in CITC.

The following is a partial list of items that would require approval:

- Multicasting
- Services that answer broadcast messages, such as DHCP and BOOTP
- Devices that answer ARP requests as servers (such as security tools and network management tools)
- Firewalls that operate at a level higher than a single machine in the network hierarchy
- Routers
- Bridges
- Switches
- Proxy servers
- Wireless access points
- High bandwidth devices (averaging more than 1 GB/day for a week)
- (Other similar devices also require approval: this list is not comprehensive)
- Cell phones & Personal Computing Devices (PDA, IPad, etc)

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Electronically attached approval from Telecom Services Department in CITC.
- If PCD (i.e. IPad, a signed form must be attached to the Req. See Telecom Services website (above) for Policy guidance and Form.
- Purpose for the item(s) and the benefit to UNT.
- Category based on item or services provided.

Reference:

[Policy 8.5](#) Use of University Phones, Phone Lines, Fax Machines, and Computers for email for reasons other than Official University Business

[Policy 3.11](#) Network Connections Policy

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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Trade In Equipment:

On occasion, vendors may offer discounts to trade in old equipment for new. Departments may utilize this option, but the vendor should be made aware the vendor is responsible for pick up, where is, as is. “Where is, as is” implies that the vendor is accepting the goods just as they are and that no recourse is available after pick up.

The requisition should contain the following:

- Follow [CAP IT](#) tips
- *“Trade-in at UNT’s option to be picked up by the vendor ‘where is, as is ’”.*
- Equipment must be fully identified as to make, model, serial number, the University property number, age, condition, estimated value, and location.
- Vendor offer letter or quote indicating they accept trade in.
- Proprietary purchases offering trade-in of old equipment must have acceptable justification.
- Category is based on item or services provided.

Additional Requirements: PPS encourages retaining the old equipment and not releasing it to the vendor until the new equipment arrives and is accepted. Contact Assets section of PPS for necessary property/inventory control processing.

Reference:

[Policy 4.0.19](#) Trade-In of Existing Equipment

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Training:

All individuals involved in the PCard process must be trained (Cardholder, Reconciler, and the DeptID/ProjID Holder). Smart Data On-line access for tracking and documenting transactions is required of all departments using the PCard system.

All ePro Coordinators and DeptID/ProjID holders must be full time, benefits eligible and be trained prior to accessing ePro through EIS.

UNTS and UNT staff and faculty should contact the PPS Training Coordinator at 940/565-3200 or visit [Training Courses](#) on the PPS website (<http://pps.unt.edu/>) for more information.

Reference: [Policy 4.0.14](#) Account Holder Responsibility

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Travel for Employee, Prospective Employee, Student or Teams:

The Travel Section of PPS is primarily responsible for Travel payments to employees or prospective employees. Submission must follow the Travel Guide posted on the PPS website at <http://pps.unt.edu>.

Travel costs on behalf of Employees, Prospective Employees or Team Travel payable to a vendor should be submitted to PPS using the Requisition process.

In either case, any foreign travel must be reviewed by UNT – International Department.

Note that travel related expenses for *non-employees or non-UNT students* are processed through a Requisition. [Moving/Relocation Expenses for New Employees](#) should also be submitted on a Requisition. See [Speakers, Performers, Judges, Officials and their travel expenses](#) and [Participants and their travel expenses for non-employees representing UNT](#) for additional information.

Each Requisition must include:

- Follow [CAP IT](#) tips
- If foreign travel, attach email approval from UNT – International Department to the Req.
- Contracts or other associated documents should also be attached to the Req.
- Category: Search Key Word: “Travel”.

Reference:

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Temporary Employee:

The University has contracts for temporary employee agencies listed on the Purchasing website: <http://pps.unt.edu/>. The purchase of temporary employees is monitored by Human Resources based on reports the contracted vendors provide. The use of other temporary agencies is not allowed.

Additional Requirements: If State funds are used to pay an individual, a Contracted Workforce Payment Form must be completed and electronically attached to the requisition. See [Contracted Workforce Payments Form](#) where services are under \$10,000) or [Contracted Workforce Payments Form](#) where services are over \$10,000).

Each Requisition must include:

- Follow [CAP IT](#) tips
- Be specific as to the skill level, the time period in each day, the days of the week and the beginning and ending dates the temporary employee is needed.
- Include a basic scope of work (filing, typing, moving equip, etc.)
- If state funds used, electronically attach a completed Contracted Workforce Payment Form.
- Category: Search Key Word “Temporary”

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Tent Rental

Requisitions involving tent rentals must be submitted at least seven working days prior to the event to allow appropriate PO processing to include notification for utility flagging of proposed tent site. Verbiage on the PO must advise vendors that the flagging is in place prior to their arrival.

- Follow [CAP IT](#) tips
- Be specific as to the exact location of the tent set up and the expected set up date.
- Department can be proactive and contact Facilities for flagging beforehand. If so, attach documentation from facilities that confirm the flagging is in place.
- Category: Search Key Word “Rent, Equip”

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Used Equipment:

As a rule, departments should procure new equipment, but sometimes it is necessary or advantageous to purchase used or demonstrator equipment and supplies.

The most common reasons for purchase of used equipment include:

- the inability to secure new equipment,
- the lack of adequate funds for new equipment, or
- substantial savings.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- Obtain a minimum of three (3) quotes for the used equipment if the amount is over \$5,000.
- If only one quote is received, prepare a statement explaining why no competition exists.
- A letter or signed statement from the vendor guaranteeing quality, condition, and any warranty of the merchandise offered.
- A letter from an authorized person connected with the UNT department requesting the goods that:
 - States that the equipment or supplies have been personally examined or provide information from the vendor that allows the return of the used equipment after examination.
 - Describes the condition and value of the equipment or supplies.
 - Justification for purchase of used verses new equipment.
- Category based on item provided.

Reference:

[Policy 4.0.9.1](#) Purchase of Used Equipment

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Vehicles:

Vehicle purchases must be coordinated through the Fleet Manager in the [Facilities Department](#).

Each Requisition must include:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Orders must have the following statement: **“MSO (manufacture statement of origin), U 130 (Texas application for title), and an Odometer statement must accompany vehicles upon delivery.”**
- Requisitions for vehicles automatically route for approval from appropriate responsible parties.
- Category: Search Key Word “Vehicle”, “Cars”, “Van” or “Truck”.

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Vendor Performance:

The Vendor Performance Tracking System (VPTS) provides the state procurement community with a comprehensive tool for evaluating vendor performance to reduce risk in the contract award process. The VPTS tracks exceptional, satisfactory and unsatisfactory vendor performance. Submit through [Ask PPS](#)

The purpose of the Vendor Performance Tracking System is to:
Identify vendors that have exceptional performance.

- Aid purchasers in making a best value determination based on vendor past performance.
- Protect the state from vendors with unethical business practices.
- Provide performance scores in four measurable categories for the CMBL vendors.
- Track vendor performance for delegated and exempt purchases.
- Vendor Performance Scoring

Vendor's performance scores ranging from 0 to 100% are broken into four categories:

- Commodity delivery
- Service delivery
- Commodity performance
- Service performance

Searching Vendor Performance Information

Vendor Performance Tracking System information for CMBL, non-CMBL, delegated, and exempt vendors can now be found by [searching the CMBL](#). Vendor Performance Scores are displayed on the individual vendor's page.

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Vendor Status Checks for Pcard Purchases:

UNT may not purchase from vendors who are not in good standing with State of Texas. Vendor status checks must be completed on all PCard purchases of \$500 or more. Vendor status checks are automatically completed when requisitions are submitted through EIS.

Purchasing Card cardholders can link to the website through Texas Comptroller of Public Accounts [Vendor Hold Search](#). The site allows users to search by vendor name. The search will display vendors that are **currently on hold with the State of Texas and cannot be used for purchases**.

Cardholders should continue to confirm the vendor status was verified through the designation on the monthly account summary report. **No printed copies of search results will be required to be maintained by the cardholders.**

Vendor checks must be completed prior to the purchase and documentation must be maintained with the appropriate PCard billing cycle.

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Web Design, Hosting

University Relations, Communications and Marketing and the Computing and Information Technology Center have collaborated to improve the quality and security of web sites and web-related services throughout the university. Contact Ken Moffitt for approval of new and redesigned web sites or visit: <https://web3.unt.edu/siteregistration/>

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Name of Website
- Electronically attach required approvals (Ken Moffitt, University Relations Communication and Marketing Department). Do ***not*** Ad Hoc at this time.
- Category: Search Key Word “Internet”

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Wire Payments:

UNT and UNT System cannot issue checks in any denomination other than US Dollars. Foreign vendors may require payment in their own currency. In these cases every effort should be made to purchase items with the department PCard or with a Purchasing Specialist’s PCard. When the vendor does not accept PCards and/or US dollars, the only option available is a wire transfer.

Wire transfers are not functionally processed by PPS, but between banking institutions. Each transaction is reviewed and must be approved by the University Manager of Treasury Services before processing. Departments are responsible for gaining complete wiring information from the vendor using the instructions on page 2 of the Special Handle form. Withholding may also affect processing; see [Foreign Vendors](#) for additional information.

Each requisition should contain the following:

- Follow [CAP IT](#) tips
- If value exceeds informal bid limits (\$5000.01), follow [Bid Requirements](#) and document on the requisition bid tab. If historical value exceeded \$25,000, contact PPS for formal bid instructions, or documentation supporting a **bid exception** such as [Contract Pricing](#).
- Electronically attached screen print of a [currency conversion](#) website showing estimated US Dollar equivalent used for encumbrance amount. Note that the department may be charged wire fees in addition to current market rates in effect when the wire transaction is complete. The final amount charged to the department will generally not match the encumbrance amount.

- Electronically attached [Special Handle Form](#) with required information for wire payments. Blank lines are not accepted on wire transfer information. If not applicable, the block must state “Not Applicable”
- Electronically attached invoice from the vendor that shows payment amount in their own currency. Departments may be asked to get confirmation from the vendor if invoice does not specify payment methods.
- Explanation of why this vendor was used and the availability of other vendors who could provide the goods/services.
- Departments can [Ad Hoc](#) to the Payroll Tax Accountant for approval. Coordinator should insert Ad Hoc after Deptid/ProjID approval. If approval was gained prior to submitting the Requisition, approval email and tax instructions must be attached.
- Category based on item provided.

Reference:

[Policy 2.1.9](#) Internal Revenue Service Regulations – Payment on Purchase Orders or Check Request

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