



**Institutional Handbook of Operating Procedures**  
**Policy 04.05.06**

Section: Fiscal Policies	Responsible Vice President: Executive Vice President of Business and Finance
Subject: Cost Accounting	Responsible Entity: Supply Chain

**I. Title**

*Procurement Policy*

**II. Policy**

An employee of UTMB may not obligate institutional funds or enter into agreements for the purchase of supplies, materials, equipment, or services unless expressly authorized in writing by the President with the exception of those purchases authorized under the:

1. Small Order Purchase System;
2. UTMB Procurement Card Program; or the
3. Non-Purchase Order Invoice Payment Process; or
4. Reimbursement for Travel Expense

No liability can be assumed by UTMB for payment of obligations except those incurred in accordance with this policy.

Detailed Purchasing Policy and Procedures are located in the Purchasing website at:

<http://www.utmb.edu/supplychain/purchasing/policy.asp>

**III. Definitions**

**Non-Purchase Order Invoice Payment Process:** supplier invoices that per procurement policy or guidelines do not require an advance Purchase Order.

**Obligation of funds:** the entering into an agreement — oral or written — for the performance of services or the delivery of goods.

**Reimbursement for Travel Expense:** UTMB business-related expenses, whether travel related or not, that have been paid for by employees, the receipts for which are presented for reimbursement.

**Small Order Purchase System:** routine small dollar purchase orders that require the department to contact the vendor for a price quote and are created utilizing the PeopleSoft system.

**UTMB Procurement Card Program:** purchase of non-restricted goods or services costing up to \$2,000 or less through use of the UTMB issued procurement card.

**IV. Relevant System Policies and Procedures**

[UTS159 – Purchasing](#)

[Regents' Rules and Regulations, Rule 10501 Delegation to Act on Behalf of the Board](#)

**V. Dates Approved or Amended**

<i>Originated: 05/02/2000</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
02/06/2014	08/30/2019

**VI. Contact Information**

Supply Chain - Purchasing  
281.338.8056  
On-Campus ext. 78000