

Department of Materials Science and Engineering

Purchasing Procedure

I. University Purchasing Policy

All non-delegated orders must be submitted to eProcurement to pass work flow approvals and be placed by a Procurement Management Buyer prior to ordering from the vendor. Only the UTD Procurement Department can sign Procurement related contracts and agreements and issue Purchase Orders or conduct formal BIDS and RFP Request for Proposals. Additional Information on the University of Texas at Dallas Purchasing Policy can be found on the [Purchasing Page](#).

II. Department Purchasing Requirements

Catalog and Non-catalog orders should be submitted and reviewed daily by the Administrative Staff for Purchasing. If this staff member is not available, the back-up purchaser will be the Administrative Staff for Travel.

III. Department Purchasing System

The department's procurement system consists of two methods:

1. Purchase using eProcurement by signing into UTD Galaxy to launch the remote purchasing application and submit a purchase requisition into work flow for Purchasing to place the order. Authorized users are defined as Shoppers, Requestors and Approvers.
2. Purchase using a UTD departmental Purchasing MasterCard (One Card) up to the disclosed UTD credit limit.

All digital records related to the purchase order are stored in the online system. (Purchase Orders, Purchase Vouchers, Invoices, Receipts, Leases, Temporary Guest Agreements, Employee Non-Travel Reimbursements, Independent Contractor Forms)

IV. Department Purchasing Procedures

Purchasing occurs daily. All MSE users (Shoppers) initiating a purchase request must assign their online cart to the designated MSE Administrative Staff (Requestor) to review, budget check and submit to workflow for approval by the cost center manager (Approver).

All Airgas cylinder and accessory purchases must be made via the One Card. Payment for other gases (Matheson and Nova Gas) should be submitted through eProcurement.

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Details of each purchase request are recorded on the department's business transaction log titled *Acctg Daily Log*.

Summary of the Purchasing Process:

- Receive assigned cart in eProcurement
- Verify information is complete and budget available
- Correct account codes, if applicable
- Submit order to workflow to generate a requisition and route for approval
- PO is assigned upon approval and the order is placed
- Packages are delivered to a central location in the department (chemicals are delivered to the lab)

NOTE: Orders for chemicals must be placed on a Buyer's One Card for payment.

Package Check-In:

- Packing slips are matched to POs listed on the log
- An email is sent to notify the Shopper of the delivery
- The Shopper will login to eProcurement to confirm receipt in Desktop Receiving
- Packing slips are scanned and attached to the PO in eProcurement

V. Reconciliation

Purchase transactions are reconciled by the Business Manager in PeopleSoft with the Gemini Financials Account Reconciliation Application.

Student Workers will gather digital records for required source documentation to merge and file in the Account Reconciliation folder on the W: drive.