

## **Additional Departmental Responsibilities**

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#### **Direct Departmental Deliveries**

Normal procedures require vendors to make deliveries to the appropriate UNT System component's Central Receiving area. However, some products and services need to be delivered directly to the department by the vendor, such as, installations and repairs. When products and services are delivered directly to the department, the department must verify receipt.

Campus Property Managers must also be advised when equipment is delivered directly and installed by a vendor so that it can be properly tagged.

Invoices received by departments must be forwarded to Payment Services immediately. See [Payment of Purchase Orders](#).

#### **Department of Information Resources (DIR) Contracts**

The use of a DIR contract should be documented in the ePro requisition. The DIR contract number must be identified in the ePro justification section.

#### **Department ID Holder Responsibility**

Department ID holders are responsible to ensure all funds entrusted to them are managed in accordance with state law, federal law, UNT System regulations, and institutional policies and procedures. As custodian of those funds, the department ID holder takes full accountability for all processes and personnel that might affect them. The department ID holder must ensure that personnel with delegated budget authority, and those processing Procurement Services or accounting documents, are fully trained, utilizing training seminars sponsored by [Procurement Services](#), and/or individual on-site departmental training.

#### **Departmental Records**

Departments are encouraged to check open purchase orders in EIS Manage Requisitions until the order is complete and EIS shows a receiver for each item, or until the department has notified Payment Services that the service has been completed.

Purchasing card approvers are responsible for ensuring the original transaction report with all necessary documentation is retained at the department level, and made available for audits for five (5) fiscal years **plus** the current fiscal year.

#### **Departmental Requisition Responsibility**

The requisitioning department is responsible for defining quantity, quality, specifications, delivery date requirements, and all other pertinent information required for proper processing. The department may also be asked to assist the Buyer in evaluating the bids received relative to a purchase for the department.

#### **Paying Guest Lecturers**

A requisition is required for guest lecturers. Submit the order prior to the lecture date. Separate the actual fee from the expenses on ePro requisitions. This provides accurate information for processing the IRS 1099 statement. See examples below for lecturers.

#### **Lecture Fee**

Begin the description with "Lecture fee..." Include date(s) and topic.

#### **Expenses**

Use separate lines. Begin the description(s) with "Estimated lecture expenses to include taxi fare \$\_\_\_\_ air fare \$\_\_\_\_, meal on date MMDDYYYY \$\_\_\_\_, meal on date MMDDYYYY \$\_\_\_\_.

**Lecture for Students**

Use the correct category code for all line items. Include which class or to which students the lecture will be given in the description. Use the category code below in ePro.

Classification	ePro Category Code
Lecture (For Students)	924-78

**Lecture for Faculty and/or Staff Only**

Use the correct category code for all line items. Include to which employees the lecture will be given in the description. Use the category code below in ePro.

Classification	ePro Category Code
Lecture, Training (Employees)	924-86

Upon completion of the lecture, notify **Payment Services** by email. See **Travel Expenses for Service Vendors**.

**Expenses with no Fees Involved**

Begin line with "Estimated Lecture expenses."

**Payments Needed by a Specific Date**

Please note this in Justification/Comments.

**Contract Approvals**

**Departments do not have authority to sign contracts or Procurement Services agreements.** Some contracts also require approval by the Chancellor or Board of Regents. See **University of North Texas System Regents Rule 03.900 Delegation of Authority for Contracts and Agreements**.

If you have a purchase that requires a contract or agreement, contact **Business Support Services Contracts Area**.

**Open Records Request**

Notify the UNT System **Office of General Counsel** immediately if you receive a request for copies of public records including any related to Procurement Services.

**Disposal of Property**

To discard or dispose of UNT System non-consumable property, contact the Property Management area of the UNT component institution. **DO NOT DISCARD or place in trash.**