

## Beginning the Procurement Process

We encourage users to begin a purchase by evaluating what you want to purchase and how it should be purchased. Some types of purchases require special handling or additional approvals. The information in this guide will help you decide how to proceed.

Situations will undoubtedly arise that are not fully covered by these procedures. If you are uncertain, please contact Procurement Services for additional assistance.

## Procurement Services Contact Information

<b>Location</b>	Business Service Center 1112 Dallas Drive, Suite 4000 Denton, TX 76205
<b>Phone</b>	940-369-5500 855-868-4357 (toll free)
<b>Fax</b>	940-369-5599
<b>Email</b>	<a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a>
<b>Web Address</b>	<a href="https://www.untsystem.edu/hr-it-business-services/business-support-services">https://www.untsystem.edu/hr-it-business-services/business-support-services</a>