

## UNTHSC

### Ethanol – Tax Free Alcohol

All purchase orders for 95% or 100% ethanol must be processed through the UNTHSC Pharmacy. The Pharmacist is responsible for maintaining accurate inventory records for acquisition of these types of alcohol. In addition, the UNTHSC has an Industrial Alcohol User Permit and Special Tax Stamp that exempts the user from the alcohol tax applied to the purchase of alcohol. The Pharmacist monitors orders to ensure Procurement Services fulfills the requirements of these permits. Please contact the Pharmacy with any questions.

### Indirect Cost DeptID/ProjIDs (67XXX DeptID/ProjIDs)

Indirect cost DeptID/ProjIDs (67XXXs) are intended to be used for reasonable purchases to grow and support research programs. The Office of Grant and Contract Management (OGCM) is not currently required to review and approve expenditures on F&A recovery DeptID/ProjID, but should be contacted on questionable costs. Internal Audit will review expenditures on these DeptID/ProjIDs as part of their annual Audit plan. If you are aware of inappropriate expenditures on these DeptID/ProjIDs, you have a responsibility to report that to the OGCM or the Institutional Compliance Office. Please contact the **OGCM** if you have any questions regarding these funds.

### Temporary Personnel

Requests for temporary personnel must first be directed to the UNT System Human Resource Services office. If they are unable to provide someone from the Temp Pool, submit a requisition with the following information:

- hours to be worked;
- date to begin and end;
- address or room number to which personnel are to report;
- contact person and extension number;
- duties that will be performed; and
- skills required
  - computer skills (data input, word processing, speed, etc.), software used;
  - filing;
  - telephone answering (single line, multi-line, etc.), and
  - Specialty skills: nursing, medical terminology, insurance form (shorthand).

Use the category code below in ePro.

Classification	ePro Category Code
Personnel Services, Temporary	962-69

### Clinical Trials

The UNTHSC Office of Clinical Trials must review and approve all purchase requisitions on clinical trial funds before being routed to Procurement Services.

### Simulated Patient Payments

Payments to simulated patients may only be made by submitting a requisition in the ePro system. The patient shall be established in the ePro system as an independent contractor and the requisition must have appropriate documentation consisting of a standardized agreement which includes the patient's name, script to be performed by patient, date of service, amount to be paid, as well as signature by patient and appropriate TCOM personnel. Payment may be made once confirmation is made in the ePro system that the patient has in fact participated in accordance with the standardized agreement.

## Animals

In order to assure the approved space is available for newly purchased animals and to ensure that animals are purchased from approved vendors, all purchase orders for live, vertebrate animals must have the approval of Lab Animal Medicine. If there is a problem with the order and the referenced vendor cannot supply the specified animals, the order will be cancelled and the end user will be notified to issue another order. In Justification/Comments include the

- animal Control number; and
- investigator's name.

In order to have your requisitions for research animals routed automatically to Lab Animal Medicine for approval, use one of the category codes below in ePro.

Classification	ePro Category Code
Research Animals, less than \$5,000	040-00
Research Animals, Capitalized	040-31

## Printing/Publications

Any printed publications (e.g. brochures, fliers, newsletters, etc.) intended for mailing/distribution to external audiences, must be designed professionally and approved by Marketing and Communications or an outside designer working with the Marketing and Communications department. Their department coordinates planning and producing publications. There is no charge for the service.

Texas State law also requires UNTHSC to send copies of its publications to the Texas State Library as part of the Texas State Publications Depository Program. The Technical Services Librarian in the Gibson D. Lewis Health Science Library is the Health Science Center's contact for the Depository Program. If your area currently produces publications of any kind, contact that office before printing to determine whether copies are needed for the State Depository Program, and if so, how many. In addition, at least one copy of every publication should be sent to the Technical Services Librarian to retain in the UNT Health Science Center archives.

## Direct Departmental Deliveries

Normal procedures require vendors to make deliveries to UNTHSC Central Receiving. 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.

UNTHSC departments should send an email for products or services received directly:

- For products received directly, email the **UNTHSC Receiver Request Office**.
- For services received directly, email **Payment Services**, indicating services are complete and the date service was provided.

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**.