

Print Materials

Subscription

Subscriptions to magazines, newspapers, professional journals, educational and/or learned publications are, in general, payable from local or state funds, provided that the document remains on reference and as property of the UNT System component. If state funds are used, the subscription must be in the name of the UNT System component. Individual subscriptions are considered a personal expenditure, and are not payable from state funds.

Individual subscriptions may be paid using appropriate local funds if

- documentation is provided that indicates a savings by purchasing the subscription as an individual rather than as an institution, **or**
- documentation is provided indicating only individual subscriptions are available, **and**
- the document remains on reference and as property of the department.

Subscriptions are allowable and should be purchased with the purchasing card.

If the payment is processed on a purchase order, the department must submit a requisition. The description section of the requisition must include:

- Designate if it is a renewal or a new subscription.
- A subscription renewal number (if renewal).
- Effective dates.
- The mail to address. Subscriptions must be mailed directly to the department rather than to the appropriate UNT System component's Central Receiving area. Example of correct wording:

University of North Texas Component

Attn: Dr. John Doe

Department of XXXXX

Street Address or PO Box

City, State, Zip

Paying with State Funds

When paying with state funds, subscription payments cannot be made more than six weeks in advance, and the service length cannot exceed two years. However, if the agency will receive a benefit from paying more than six weeks in advance, Payment Services may be able to submit the payment to the state. Contact [Payment Services](#) regarding subscription payments.

Direct Publications

Direct publications are publications only available from a single source. Any publication that could be purchased using a competitive process is not considered a direct publication. For example, publications that are available through subscription services are not direct publications. Examples of direct publications include, but are not limited to

- subscriptions only available directly from the publisher;
- foreign publications;
- back issues of magazines, journals, and newspapers;
- publications produced by professional societies;
- audio, visual or audiovisual materials (films, audio presentations, etc.) that are only available directly from the publisher;
- computer software and software maintenance which is only available directly from the publisher;
- electronic data service directly from the publisher (not to be confused with internet service providers such as EarthLink or AOL, which are not direct publications);

- collections of any of the foregoing items, including microfilm or microfiche copies of the collection;
- library of Congress cards; and
- theses, dissertations, research findings and academic publications.

If you need to purchase a direct publication and the total dollar amount requires informal or formal bids, submit a requisition to the sole vendor that publishes the publication and include the following statement in Justification/Comments: "Direct Publication: Not available from any other source." Direct Publication orders are then processed to the single provider without soliciting competitive bids. Use the following category codes in ePro.

Classification	ePro Category Code
Publications, Not Advertising	966-59