

Additional Purchases Requiring Special Handling

Foundation Fund Purchases

UNT Foundation orders are processed through Procurement Services following the UNT Foundation Procurement Services guidelines.

Procurement Services serves as a pass through for these orders so they may be paid by Payment Services. These orders are reviewed for approval of the Institutional Advancement Office and federal tax issues. Payments for cash or cash equivalents must follow institutional policies and procedures, and payments to individuals for services must follow institutional procedures. See [Individuals as Vendors](#).

Contracts on Foundation funds for the UNT System must follow the [University of North Texas System Regents Rule 03.900 Delegation of Authority for Contracts and Agreements](#).

Please contact the appropriate advancement office for the institution if you have questions regarding orders on these funds.

Hosted Events

Departments are encouraged to utilize in-house services provided by the UNT System component (Gateway, Student Union, Avesta, etc.). If in-house services are not available or adequate, departments may elect to seek services outside the UNT System component. These services often exceed bid limits, but are generally not biddable by nature. Good faith should be practiced based on comparisons of availability, capability, and [best value](#). This information must be documented on the requisition bid tab.

Hotels and caterers, generally, require separate contracts that must be reviewed by the Business Support Services Contracts Area. See [Contracts](#) for additional processing information.

Required deposits are not considered a pre-payment. Requisitions must reflect the same payment elements as identified in the contract. For example, contracts for convention hotels that include room rental, presentation equipment, banquets, and a deposit, should have those same elements identified on the requisition as separate line items.

Note: State funds **cannot** be used to purchase business related food or alcohol.

Some Vice-Presidents and/or DeptID/ProjID holders may place additional restrictions on the use of university funds to purchase food or alcohol.

Holiday or celebratory events should use discretionary or gift funds. Alcohol purchased for these events must use gift funds.

Things to remember:

- The event date, purpose, and benefit to UNT System are required on the requisition.
- Compliance with the Food Policy is required.
- A certification statement “no one under the age of 21 attending the event consumed alcohol” or “no alcohol was served” (if applicable) is required.
- You must electronically attach the unsigned contract and necessary documentation to the requisition.
- List each component on a separate line (e.g. deposit, banquet, room rental, etc.).
- Include contact information for department and vendor, including full phone number (not just office extension) and fax numbers.

Note: Some Vice-Presidents and/or DeptID/ProjID holders may place additional restrictions on the use of university funds to support social events.

Sponsorships, Community Service, and Community Support

Payments for sponsorships, community service, and community support may only be made with local funds. In the Justification/Comments include a statement as to how the payment benefits the UNT System component.