

## UTMB HANDBOOK OF OPERATING PROCEDURES

Section 4	Fiscal Policies	05/02/00 -Originated
Subject 4.5	Cost Accounting	12/21/07 -Reviewed w/ changes
<b>Policy 4.5.6</b>	<b>Procurement Policy</b>	-Reviewed w/o changes Logistics -Author

# Procurement Policy

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## Definition

***Obligation of funds:*** the entering into an agreement — oral or written — for the performance of services or the delivery of goods.

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## Policy

An employee of UTMB may not obligate institutional funds or enter into agreements for the purchase of supplies, materials, equipment, or services unless expressly authorized in writing by the President with the exception of those purchases authorized under the:

- Small Order Purchase System;
- UTMB Procurement Card Program; or the
- Direct-Payment and Reimbursement Program.

No liability can be assumed by UTMB for payment of obligations except those incurred in accordance with this policy.

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## Reference

[UTS159](#)  
Regents' [Rules and Regulations, Series 10501](#)  
Regents' [Rules and Regulations, Series 80403](#)