



PURCHASING OFFICE
THE UNIVERSITY OF TEXAS AT AUSTIN

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May 26, 2009

TO: Purchasing Contacts

VIA: Kevin P. Hegarty, Vice President and Chief Financial Officer *KH*

FROM: Trina Bickford, Assistant Director of Purchasing *TB*

SUBJECT: **AUTHORITY TO PROCESS REQUISITIONS FOR
ENCUMBRANCE OF FY 2009-2010 GENERAL BUDGET FUNDS**

Effective immediately, departments are authorized to begin encumbering FY 2009-2010 General Budget Funds not to exceed 30% of the FY 2008-2009 budgets to allow purchase of goods and services that must be in place at the beginning of the coming fiscal year.

Requisitions payable from FY 2009-2010 funds must include the following statement:

“To be invoiced and delivered on or after September 1, 2009.”

Requisitions for State Contract items cannot be encumbered on FY 2009-2010 funds if the contract expires on or before August 31, 2009.

Requisitions for RENEWAL OF MAINTENANCE AGREEMENTS OR RENTAL of currently installed equipment should be processed as soon as possible to insure approval and issuance of a purchase order prior to September 1, 2009. These requirements must be properly noted “RENEWAL,” reference the CURRENT PURCHASE ORDER NUMBER and be fully justified as a sole source procurement if applicable.

Requisitions for all NEW rentals (except contract equipment) and other purchases will be processed in accordance with open market purchasing guidelines, and the purchase order must be issued prior to the beginning of the rental period. Sole source justification must be included if applicable.

SPECIAL NOTE: Receipt and payment of goods and services purchased with FY 2009-2010 funds cannot be made until September 1, 2009.

Questions concerning these procedures should be directed to the Buyer in the Purchasing Office assigned to your department.