Faculty Purchasing

Are you an Educational Psychology faculty member wishing to purchase something with UT funds? If so, please follow the steps below!

**IMPORTANT:** Faculty must obtain prior approval from EDP before making any purchases or hires. Purchase requests must be submitted a minimum of 2 weeks in advance, and Service for Hire requests at least 3 weeks in advance.

Please submit requests as far in advance as possible. There are very few circumstances where EDP is able to pay or reimburse without prior approval, and UT has very stringent rules around how purchases and contracts must be handled.

**Step 1: Determine funds to use**

Determine what funds you will use to purchase the item(s). If you do not know which account to use or if funds are available, contact Nicole Landes (or Stacia De Leon for TCSC purchases).

**Step 2: What kind of purchase is it?**

Specific instructions for different purchase types are below.

**FAQs**

- **How much money do I have available?**
  Faculty are encouraged to keep track of their funding sources and expenditures for all purchases. If you are not sure how much money you have available, please contact Nicole Landes (or Stacia De Leon for TCSC).

- **Which fund should I use?**
  Funding sources often depend on the type of purchase. If you’re not sure which to use, please contact Nicole Landes (or Stacia De Leon for TCSC).

- **Do I need approval in advance to make a purchase?**
  Yes. The general rule of thumb for prior approval notice is 2 weeks minimum. Please see the steps above to determine how to submit your purchase requests. Two exceptions:
    - If you have your own Department-issued ProCard, check with EDP when you receive your ProCard to determine what kinds of purchases you can make without prior approval.
    - If extenuating circumstances (e.g. emergencies) prevent you from obtaining prior approval, UT may be able to grant a one-time exception, but this is not guaranteed.

- **Other questions?**
  Contact Nicole Landes (or Stacia De Leon for TCSC) if you have other questions not addressed on this webpage.

**Resources**

*University of Texas Handbook of Business Procedures* (COE and EDP may have college and department-level procedures in addition to UT procedures)