Business Procedures

Anything paid for that does not fall under hiring and payroll or purchasing is handled by the business affairs office.

The business affairs office defers to the Handbook of Business Procedures. This site contains comprehensive information about travel, payroll, and more. If you have further questions after consulting the handbook, contact the business affairs office.

Please allow up to 10 business days for the UGS business office to process all requests.

- All forms must be submitted typed.

The UGS Business Office is REQUIRING a 30 day notice for ALL temporary appointments and independent contractors in order to ensure compliance with the University's policies and procedures.

<table>
<thead>
<tr>
<th>General Topics</th>
<th>Do you need help with...?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>• Purchase Orders</td>
</tr>
<tr>
<td></td>
<td>• Procard</td>
</tr>
<tr>
<td></td>
<td>• Events</td>
</tr>
<tr>
<td></td>
<td>• Office supplies</td>
</tr>
<tr>
<td>Travel</td>
<td>• Travel guidelines</td>
</tr>
<tr>
<td></td>
<td>• Before</td>
</tr>
<tr>
<td></td>
<td>• During</td>
</tr>
<tr>
<td></td>
<td>• After</td>
</tr>
<tr>
<td>Processing</td>
<td>• Scholarships</td>
</tr>
<tr>
<td></td>
<td>• Employee payment</td>
</tr>
<tr>
<td></td>
<td>documents</td>
</tr>
<tr>
<td>Reports</td>
<td>• Managers</td>
</tr>
</tbody>
</table>

Frequently Used Documents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Processing Form and Official Occasion Expense Form</td>
<td></td>
</tr>
<tr>
<td>WORQS Request</td>
<td></td>
</tr>
</tbody>
</table>

For the DocuSign access code please contact Teddie Owen at ugs.business@austin.utexas.edu or Han Kim at ugs.it@austin.utexas.edu.