

Verifying Requisitions

The following transactions may be submitted to the Purchasing Department as “Verifying Requisitions” following the purchase. The Purchasing Department as needed may add other transactions qualifying as Verifying Requisitions.

1. Purchases from the [Comptroller of Public Accounts](#) (CPA), Surplus Property Division: Regular faculty or staff employees may make purchases not exceeding \$1,500 from the CPA, Surplus Property Division at 8611 Wallisville Road (Larger purchases require prior written approval of the Purchasing Department.). The faculty or staff employee presents UHD identification to the Agency, makes the selection, and provides signature and printed name for items selected. The Agency invoices the University monthly. The department charging the purchase(s) submits a purchase requisition noting “Verifying” to the Purchasing Department within ten (10) working days.
2. State Contract for Binding, Rebinding, and Repair of Printed Monographs/Books, Serials, Pamphlets, Reports, Original Manuscripts, and Theses: The State recognizes that the nature and extent of the work required cannot be determined at the time the requisition is placed. Department processes purchase requisition-noting “Verifying.”
3. Emergency Situations Requiring Immediate Action Arising After Normal Duty Hours: Emergency situations have to be documented when a situation exists where the requirement for goods and services is so severe that there would be measurable financial loss or loss of operational capability of the University. A Verifying Requisition must be submitted to the Purchasing Department within 10 working days, together with a complete justification which includes at a minimum answers to the following questions: Why was the situation an emergency? Why could it not have been anticipated and corrective action processed following standard UHD policies and procedures? What loss would the University have suffered if the emergency procurement had not been taken?
4. Internal Repairs: State term for repairs the extent and cost of which cannot be determined until the equipment or component is disassembled and evaluated
5. Gas Cylinder Demurrage: Life expectancy of the contents of a gas cylinder cannot be predetermined.
6. Library purchases from: Houston Area Research Library Consortium (HARLIC). In accordance with HARLIC policy, payment will be processed by Houston consortium members after receipt of a HARLIC invoice.