

FINANCIAL SERVICES BUDGET AUTHORITY TRAINING Top Ten Tips

1. Approve vouchers timely and set up an alternate to approve documents in your absence.
2. Contact the Purchasing Office when you are purchasing goods and/or services over \$5,000.
3. Do not split purchases to avoid competitive bid requirements; doing so may result in loss of purchasing privileges and disciplinary procedures up to and including termination.
4. Use good faith effort to utilize HUBs (Historically Underutilized Businesses) when purchasing goods or services.
5. Maintain log when moving state property to other locations on campus.
6. Complete "Property Removal Permit" when taking state property off campus (e.g. laptop).
7. Report stolen or missing equipment immediately to Campus Police and Financial Services.
8. Keep current with all travel rules and regulations.
9. Attend Financial Services training.
10. If you have any questions contact the Financial Services Office or visit our website at <http://www.uttyler.edu/finserv/>.