



TUF Funds: How can I spend the funds?

Purpose:

The Texas University Fund (TUF) may only be used to increase the research capacity, including technology transfer, commercialization, and patent development at Texas Tech by providing funding for salaries, non-capital facility modifications, equipment, fellowships, and other research-related activities. TUF funding is allocated for new faculty start-ups, research-related salary support, and strategic research awards.

What types of purchases are allowed?

TUF funds may be used to purchase goods and services approved during the TUF proposal process. Expenditures may include salary support, equipment, TTU employee travel, software, lab supplies, etc. The acquisition of the goods and services must comply with all TTU Operating Policies and Procedures, including [OP 72.09](#). Gift card purchases, including those for research participants, are not permitted on TUF Funds. All purchases must comply with state, federal, and TTU guidelines and be permitted on the fund type. Any expense that exceeds \$50,000 will require a competitive procurement process unless the goods or services are available on a State of Texas cooperative contract, federal cooperative contract, purchasing cooperative contract, or TTU master contract (see [TTU Contracted Vendors](#) link for additional resources). The vendor must also be in good standing with the State of Texas and in compliance with Texas [Executive Order GA-48](#). To expedite the process, it is recommended that you contact the Strategic Acquisitions department at strategic.acquisitions@ttu.edu for policy and procedure guidance.

General Summary of Use:

Funding	Allowable Use	Advance payment for goods or services	Salaries & Benefits	Supplies	Equipment	Non-Capital Facility Modification	Travel	T&F Waivers	Scholarships	Gift Cards
TUF-14Cxxx	Research-related, as detailed in the approved proposal	Only for documented cost savings	Yes	Yes	Yes	Yes, per the approved proposal	Domestic only, employees only, state travel card required	Yes (No on fund 11B192)	No	No
TUF Match – 14Mxxx	Use of match funds is generally the same as above; however, allowability is ALSO subject to individual sponsored project terms and conditions. Please consult Accounting Services for questions on allowability.									



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Special Acquisitions

Software - must comply with TTU IT Operating Policies relating to Cloud data, PHI, PII, accessibility, and other requirements. [Operating Policies & Procedures | Operating Policies & Procedures | TTU](#) (See OPs 52.XX).

Drones - certain vendors (DJI and others) are prohibited by State law. This includes a purchase or any equipment parts. Please contact strategic.acquisitions@ttu.edu for assistance. Capital drones exceeding \$5,000 are not permitted per the State of Texas.

Food (including bottled water) - is limited in this funding type except when used to conduct research.

Events - costs related to university-hosted events, including departmental meetings, are prohibited.

Entertainment – expenses are not permitted.

Promotional items - expenses are not permitted.

Rentals and space leases must comply with [OP 72.07](#). Research-related storage space may require a contracted vendor. Please contact strategic.acquisitions@ttu.edu.

TTU non-capital facilities modifications - capital projects that materially extend the useful life of a building or increase its value are not allowed. Please consult property.management@ttu.edu for questions about capital vs. non-capital determinations.

Other State of Texas policies and prohibited purchases are outlined on the following website: <https://fm.xcpa.texas.gov/fm/pubs/purchase/index.php>

Commonly Asked Questions:

What happens to your funds if you don't use them?

TUF (14C/14M) start-up funds will continue for three years from your start date, as approved by the TUF Review Committee. At the completion of the three-year period, the funds will be returned to the source for future allocations.

TUF start-up funds provided from 11B192 **must be fully spent or encumbered by 8/31/2025**. Only certain encumbrances can be paid after 8/31/2025. Additional guidance on this matter will be forthcoming.

TUF strategic awards will continue for three years or based on the terms of the agreement. At the completion of the agreement, residual funds will be returned to the TUF funding source for future allocations. These funds cannot be repurposed and must be spent for the purpose for which it was awarded.



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Can I make an advance payment for the equipment?

The State of Texas restricts advanced payments except where necessary, and it serves a public purpose. Advance payments are allowed for one year of a maintenance agreement, leases, subscriptions, and if there is a documented cost savings.

Will benefits be charged to the TUF FOP?

The fringe costs will follow the salary and be charged to the associated TUF budget in a 6B budget pool on 14C/14M funds.

Will graduate tuition and fee waivers be charged to the TUF FOP?

The tuition and fee waivers are part of graduate student compensation and will be charged to TUF 14C/14M FOPs on budget code 7P2. These will not be charged to 11B192 FOPs. Charges will be posted to the 14C/14M FOP where the qualifying student is paid as of the 12th class day for fall/spring and 4th class day of the 2nd term for summer. See OP 62.40 for details on qualifying requirements and other graduate tuition and fee benefits.

Can TUF funds be used for travel expenses?

International or student travel expenses are not allowed on TUF funds. If international or student travel funds are needed, a trade within your college/department can be made with OR&I approval. If your college/department does not have the correct funds for international or student travel, a possible trade with OR&I can be made.

Travel for other non-employees and exceptions/overages are not allowed.

Travel must be related to performing research. Conference-related travel expenses are only allowed if individuals are presenting, or the conference is specifically related to the research topic.

A State of Texas travel credit card for all domestic travel expenses applied against TUF funds is required. Hotel Engine is also required for any in-state hotel stays. You can work with your departmental business manager to get this application submitted/processed through Travel Services or email travel.services@ttu.edu.

Contact Info:

Purchasing questions, email strategic.acquisitions@ttu.edu

Travel questions, email travel.services@ttu.edu

Non-capital building modification questions, email property.management@ttu.edu



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Accounting and allowability questions, email accounting.services@ttu.edu

Budget questions, email ambud@ttu.edu

Additional Resources:

Operating Policy 72.09 Procurement of Goods and Services:

<https://www.depts.ttu.edu/opmanual/OP72.09.php>

Expenditure Allowability Matrix: <https://apps.dmfr.ttu.edu/expenditure/>

State of Texas Restricted Purchases:

<https://fm.xcpa.texas.gov/fm/pubs/purchase/restricted/index.php>

Other TTU Operating Policies

[Operating Policies & Procedures | Operating Policies & Procedures | TTU](#)