

Framework Requisition Categories

Line item “Item Categories” which may be used on a framework requisition:

Item Category	Characteristics	Example
Standard	<ul style="list-style-type: none"> • Goods can be received with a goods receipt • Services will be billed at the actual quantity and a fixed price/unit of measure. 	“As needed” requirements orders for goods or services <i>or</i> annual renewal orders for services/rental.
Limit	<ul style="list-style-type: none"> • Goods receipt is not necessary. • Expected value is the <i>sum total of the line item</i>. 	“Not to exceed” blanket orders, construction orders with progressive billings.

When to use the “Standard Item” category:

Generally a “standard item” category (the default setting) is used on a line item of a framework requisition for:

- Annual renewal requiring an upfront payment to the vendor, such as:
 - Memberships
 - Magazine subscriptions
 - Fixed price equipment maintenance contracts
 - Fixed price software maintenance contracts
- Purchase of services to be:
 - **Provided or performed within a set period** (the framework validity period), which will be invoiced periodically with a quantity and fixed unit price. For example, during the period 09/01/2008 to 12/31/2008 (four months) a rental of a stone cutting saw to be billed at \$100.00 per month.
 - **Ordered on an *as needed basis* during a set period** (the framework validity period) that have an actual, or estimated, total quantity, and a fixed unit price. For example, during the period 01/01/2008 to 06/01/2008 provide up to 45 (forty-five) hours of piano repair service at \$25.00 per hour.
- Purchase of goods:
 - To be **ordered on an *as needed basis* up to a maximum quantity at a fixed price** during a set period (the framework validity period). For example, during the period 09/01/2008 to 12/31/2008 – purchase up to 300 pounds of dry ice at \$1.25 per pound.

When to use the “Limit Item” category:

Generally a “limit item” category is used on a line item of a framework requisition for:

- Blanket purchase orders (***not to exceed a fixed total dollar amount***) where the actual quantity and unit price cannot be easily estimated or forecasted, such as:
 - Purchase of *fuel* from a gas station at the current posted price per gallon.
 - *Miscellaneous low dollar items purchased for resale*. For example: soft drinks, candy, pens, notebooks, paper, ect.

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Examples of blanket purchase orders: Continued from previous page

- *Overage charges or fees; usage or other special fees which may be billed where the total dollar amount cannot be easily estimated or forecasted, such as:*
 - Additional copies over the maximum allowed in the base rental unit price of a copy machine.
 - Special services where the amount to be invoiced depends on actual usage.
 - Reimbursable contractor travel expenses which are allowed by the terms of a service contract.
- *Contract services where the total contract value is capped at a “not to exceed” amount, rather than an estimated quantity and a fixed price/unit of measure.*

Question pertaining to framework requisition may be directed to the Texas State University Purchasing Office at (512)/245-2521 or by e-mail at purchasing@txstate.edu.