

TEXAS STATE UNIVERSITY – SAN MARCOS
FORMS NEEDED CHECKLIST – PROFESSIONAL & PERSONAL ACADEMIC SERVICES

(Revised 12/03/11)

Total \$ Amount of Contract*	← Send forms to Tax Specialist →						←----(Note 4)----→			
	Vendor Maintenance Form FS-01 (Note 1)	Contract Form FS-04 (Note 2)	Purchase Requisitions (Note 4)	Payment Voucher Form FS-03 (Note 5)	Vendor's Invoice with P.O. Number Referenced (Note 6)	State Contract Notification (Note 7)	ESBD Posting	Subcontract Determination (Note 7)	TSUS Chancellor's Approval	TSUS Regent's Approval
\$4,999.99 or Less	✓	✓	✓	✓ or ✓						
\$5,000 to \$13,999.99	✓	✓	✓		✓					
\$14,000 to \$24,999.99	✓	✓	✓		✓	✓				
\$25,000 to \$99,999.99	✓	✓	✓		✓	✓				
\$100,000 to \$499,999.99	✓	✓	✓		✓	✓	✓	✓		
\$500,000 to \$999,999.99	✓	✓	✓		✓	✓	✓	✓	✓	
\$1,000,000 and above	✓	✓	✓		✓	✓	✓	✓		✓

Note 1: Request vendor to complete a Vendor Maintenance Form (FS-01) if not found in SAP and submit to FI Master Data Center to obtain an SAP vendor number.

Note 2: Use Contract form (Contracted Services Form #FS-04) or you may use the vendor's contract with prior written approval of the TSUS Office of Counsel. (See requirements in procedures document section "Preparing the Contract").

Note 3: Not Applicable

Note 4: If contract total* is:

- \$5,000 or greater – bids must be solicited or a single source justification prepared (contact Purchasing Office, 245-2521 or purchasing@txstate.edu for assistance);
- \$100,000 or greater – a notice must be posted to the "Electronic State Business Daily (ESBD)" and a HUB Subcontracting Plan (HSP) is required

Note 5: Contracted Services Payment Voucher is used – See requirements in procedures document in section "Processing Payment for a Vendor".

Note 6: Vendor's Invoice can be used, but only WITH Purchase Order number referenced – See requirements in Procedures document section "Processing Payment for a Vendor".

Note 7: If subcontracting opportunities are "not probable" a "subcontracting determination" needs to be prepared. Contact Texas State HUB Specialist (245-2523 or HUB@txstate.edu) for assistance.

*Over the life of contract including any renewal options.