

TEXAS STATE UNIVERSITY – SAN MARCOS

FORMS NEEDED CHECKLIST – PROFESSIONAL & PERSONAL ACADEMIC SERVICES

(Revised: 01/12/09)

Total \$ Amount of Contract	← Send forms to Tax Specialist →						←----(Note 3) ----→		←----- (Note 4) -----→			
	Vendor Maintenance Form FS-01 (Note 1)	Contract Form FS-04 (Note 2)	Purchase Order (Note 4)	Payment Voucher Form FS-03 (Note 5)	Vendor's Invoice with P.O. Number (Note 6)	State Contract Notification (Note 7)	Gov. Office Finding of Fact	Texas Register Posting	ESBD Posting	Subcontract Determination	TSUS Chancellor's Approval	TSUS Regent's Approval
\$2,499.99 or less	✓	Optional	Optional	✓ OR ✓								
\$2,500 to \$4,999.99	✓	✓	Optional	✓ OR ✓								
\$5,000 to \$13,999.99	✓	✓	✓		✓							
\$14,000 to \$24,999.99	✓	✓	✓		✓	✓						
\$25,000 to \$99,999.99	✓	✓	✓		✓	✓						
\$100,000 to \$199,999.99	✓	✓	✓		✓	✓			✓	✓		
\$200,000 to \$499,999.99	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
\$500,000 and above	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓

Note 1: Use Vendor Maintenance Form (FS-01) if Contractor is not found in SAP

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

Note 3: Not Applicable

Note 4: Contact Contract Compliance (245-2550). A notice must be posted in the Electronic State Business Daily (ESBD) and the Texas State HUB Specialist must make a Subcontract Determination if over \$100,000.

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 – See requirements in Procedures document section "Processing Payment for a Vendor".

Note 7: Contract Administration will create the electronic report for submission to the State of Texas for contracts over \$14,000.