

Legislative Budget Board (LBB) Compliance Form

This form is to facilitate the office of Procurement and Strategic Sourcing in complying with the Legislative Budget Board (LBB) reporting requirements. Please complete this form for any purchase order (PO) \$50,000 and greater and attach it to the requisition.

Below are the requirements for instances when increasing a PO:

If a local PO will be increased to \$50,000 or greater, attach this form to the requisition
 If a framework PO will be increased to \$50,000 or greater, provide a copy to the Buyer assisting in the increase

Vendor Name: _____

Requisition/PO Number: _____

Procurement Method: _____
(RFP/RFQ/Co-op, Informal Bid, Justification)

Requisition Amount	Project Completion Date	Expected Spend <small>** If project completion date is beyond current FY, please list projected spend amount for next FY</small>	NIGP Codes <small>**see website link below</small>
\$		Current FY \$ Next FY \$	
Solicitation Number <small>(if applicable)</small>	Solicitation Date <small>(if applicable)</small>	TCM Contract # <small>(if applicable)</small>	# of Bids Received <small>(if applicable)</small>

****NIGP Code Search:** <https://mycpa.cpa.state.tx.us/commbook/indexSearch>

To find a NIGP code, please visit the Commodity Book website linked above and use the 'keyword search' for the service or item that matches your purchase

Comments: