

## 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. ALL sections of this form must be complete and attached to the requisition for any purchase order (PO) \$50,000 or greater or the form will be returned to you and the requisition delayed. **Please call purchasing at 52521 if you need assistance with filling out this form.**

**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:** \_\_\_\_\_

Requisition Amount	Project Completion Date	Expected Spend		NIGP Codes
		** If project completion date is beyond current FY, please list projected spend amount for next FY		**see website link below Can include multiple codes
\$		Current FY	\$	
		Next FY	\$	
TCM Contract #		IT, FPDC, Facilities ONLY		
		Solicitation Number	Date Posted to ESBD	# of Bids Received

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

To find the NIGP code, please visit the Commodity Book website linked above and enter a keyword in the text box and click on search. The lookup will return a list of National Institute of Governmental Purchasing (NIGP) codes with their corresponding descriptions. You can include multiple codes to describe your purchase.

If you want to see a list of ALL of the class codes, click "Back to Numeric Index." Select a class code to narrow your search down to class - item. There are hundreds of NIGP class items codes and this may take some time to locate exactly what you are looking for. **Example:** Storage sheds has an NIGP code of 150-38.

Higher Education class codes are located under the following: **911, 916, 917, 924, 949, 950, 951, 969**

**Comments:**