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## Vendor Verification Requirements – Before a Requisition is Created

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Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases \$15,000 and above. The sites are:

<https://mycpa.cpa.state.tx.us/coa/> – Franchise Tax

<https://sam.gov/SAM/> - SAM – Federal Debarment

<https://fmcpa.cpa.state.tx.us/tpis/> – Vendor Warrant/Payment Hold

<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php> – State of Texas Debarment

<https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx> – The is OFAC

<https://comptroller.texas.gov/purchasing/publications/divestment.php> –This is the Comptroller site that has all the links except OFAC

All documentation from the sites verifying they have been checked must be attached to the requisition

See **Internal** Notes and Attachments section. These documents are not added to the External Notes and Attachments.