

## Required Documentation Purchase of Goods, or Non-Professional or Non-Consultant Services

Total \$ Amount of Contract	Vendor/Contract In SAP? (Note 1)	Purchase Requisition	Exception to Competitive Solicitation Requirements (Note 2)	Request for Quotation	Written Quotes	ESBD Posting	Subcontract Determination/HSP Plan	TSUS Chancellor's Approval	TSUS Board of Regent's Approval
Less than \$5K	✓	✓							
\$5K to less than \$25K	✓	✓	✓	✓	✓				
\$25K to less than \$100K	✓	✓	✓	✓	✓	✓			
\$100K to less than \$500K	✓	✓	✓	✓	✓	✓	✓		
\$500K to less than \$1MM	✓	✓	✓	✓	✓	✓	✓	✓	
\$1MM or greater	✓	✓	✓	✓	✓	✓	✓		✓

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

**Note 2:** Requires additional documentation for:

- Emergency
- Sole Source or Proprietary, or
- Pre-Existing Contract (i.e. State Term, DIR or TXMAS Contract, Group Purchasing, etc.)

**Note 3:** The purchase of Consultant or Professional Services may require additional or different documentation/processes:

- Refer to Texas Government Code Sec. 2254 for definitions of "Professional" or "Consultant" services and the processes required to obtain these types of services.
- Refer to the Governor's Office website for additional information on what is required to obtain "Consultant Services". This information may be found at:

<http://www.governor.state.tx.us/bpp/guidelines>