



Purchasing & Procurement

REMINDERS

- 1) Purchases over \$500.00 must include documentation of a Vendor Hold Search, which must be completed **BEFORE** the purchase is made (but no more than 7 days before the purchase).
- 2) \$3,500.00 single purchase limit
- 3) \$7,500.00 limit per month
- 4) Original **ITEMIZED** receipts are required. Provide a description of the purchase and its use in the area below.
- 5) **NO SALES TAX.** If sales tax is charged, **YOU** will be responsible for contacting the vendor for the refund. If not, it is your responsibility to cover the exact tax with check or cash.
- 6) Use the PCard unless it is a restricted purchase. Please contact Donna Cantu for the list of restricted purchases.

Faculty/Staff name: _____

Date: _____

Vendor name: _____

FOP to charge: _____

Itemized receipt(s) attached

Sales tax **not** charged

Description: Provide a brief description of *a) what the item/purchase is*, and *b) what it will be used for*. This information is needed for the purchase to be coded correctly in Chrome River.

If purchase is over \$500: Vendor Hold Search documented (https://banapps.texastech.edu/itis/fi_vendor_search/home)

If a money move or FOP split is required for this purchase:

Money move

FOP split

Provide alternate FOP / explain process: