

VENDOR CHECK

This form must be completed prior to purchase and must be attached to the payment voucher.

Vendor Name: 

Check each box after verification that vendor is not on list. If the vendor is found on one of the lists or is on state vendor hold, the vendor cannot be used for the purchase.

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| For all procurement card purchases exceeding $500 and for all L-docs and E-docs, the Vendor Hold check must be performed prior to purchase. | |
| Not on List (✓) | List |
|  | [Vendor Hold](https://fmcpa.cpa.state.tx.us/tpis/)  Click the link to search for the vendor and verify the vendor is not on state vendor hold at the time of purchase. Type the full name of the vendor and do not change the search option when initiating the search. Print the screen of the Vendor Hold Search results that shows the vendor is not on the list and attach it to this form for submission with the voucher. |
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| For L-doc and E-docs that are for purchases of goods and services from private companies the following checks must also be performed prior to the purchase. \*\*\* Excludes: (1) payments to governmental agencies (federal, state, local), (2) payments to employees, (3) grant payments, (4) encumbrance documents for credit card charges, and (5) contracts that don’t involve the purchase of goods or services. \*\*\* | |
| Not on List (✓) | List |
|  | [Debarred Vendor List](https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php)  Click the link and verify the vendor is not on the list |
|  | [Federal Excluded Parties](https://sam.gov/search/?page=1&pageSize=25&sort=-modifiedDate&sfm%5Bstatus%5D%5Bis_active%5D=true&sfm%5BsimpleSearch%5D%5BkeywordRadio%5D=ALL)  Click the link to search for the vendor in the System for Award Management (SAM) and verify the vendor is not an excluded party |
|  | [Divestment Statute Lists](https://comptroller.texas.gov/purchasing/publications/divestment.php)  Click the link to access the Comptroller’s Divestment Statute Lists. Check each list to verify the vendor is not on them. The Financial Companies that Boycott Energy Companies and Companies that Boycott Israel lists are only for purchases of $100,000 or more. |
|  | Scrutinized Companies with ties to Sudan  Click the link and verify the vendor is not on the list |
|  | Scrutinized Companies with ties to Iran  Click the link and verity the vendor is not on the list |
|  | Designated Foreign Terrorist Organizations  Click the link and verity the vendor is not on the list |
|  | Scrutinized Companies with ties to Foreign Terrorist Organizations  Click the link and verify the vendor is not on the list |

Links to the above lists and vendor hold search can also be found on the Texas A&M Forest Service’s Staff Resources website under Purchasing Resources.