

**TEXAS AGRICULTURAL EXPERIMENT STATION PURCHASE FORMS  
SUBMISSION OF ORDERS TO TAES FOR APPROVAL  
June 1, 1998**

**SUBMIT TO TAES PURCHASING OFFICE  
TAES ANNEX ROOM 106, MS 2162  
TO BE FORWARDED TO GSC  
(Order will be placed by GSC)**

**AUTOMATED CONTRACT PURCHASE REQUISITION and  
AUTOMATED CONFIRMATION CONTRACT PURCHASE REQUISITION**

- > Original requisition with original signature
- > 3 copies of signed requisition

**NON-AUTOMATED CONTRACT PURCHASE ORDER and  
NON-AUTOMATED CONFIRMATION CONTRACT PURCHASE ORDER**

- > Original order with original signature
- > 4 copies of signed requisition

**OPEN MARKET PURCHASE REQUISITION**

- > Group 1, stapled  
Original requisition with original signature  
Copy of sole source justification memorandum, if applicable
- > Group 2, stapled  
Copy of signed requisition  
Original sole source justification memorandum, with original  
signature, if applicable
- > Groups 3 and 4, collated and stapled  
Copy of signed requisition  
Copy of signed sole source justification memorandum, if applicable

**SUBMIT TO TAES PURCHASING OFFICE  
(For Assistant Director, Fiscal Affairs, Approval Before Unit Places Order)**

**SERVICE/BULK PETROLEUM PURCHASE ORDER**

- > Group 1, collated and stapled as follows:  
Original order with original signature  
Copy of awarded bid
- > Group 2, collated and stapled as follows:  
Copy of signed order  
Original bid tabulation form with original signature  
Original bids\* or qualified information system purchase documents\*\*, and if applicable

- Original sole source justification memorandum with original signature
- Original sole bid\*
- > Groups 3 and 4 collated and stapled as follows:
  - Copy of signed order
  - Copy of signed bid tabulation form
  - Copy of bids or Qualified Information System Catalog Purchase documents\*\*, and if applicable/or
  - Copy of signed sole source justification memorandum and copy of sole bid

**EXTENDED SPOT PURCHASE ORDER \$5,000.01 - \$10,000.00**

- > Group 1, collated and stapled as follows:
  - Original order with original signature
- > Group 2, collated and stapled as follows:
  - Copy of signed order
  - Original bid tabulation form with original signature
  - Qualified Information System Catalog Purchase documents\*\*, if applicable
  - Original sole source memorandum with original signature and original sole bid\*, if applicable
- > Groups 3 and 4, two sets collated and stapled as follows:
  - Copy of signed order
  - Copy of signed bid tabulation
  - Copy of Qualified Information System Catalog Purchase documents\*\*, if applicable
  - Copy of signed sole source memorandum

**REQUISITION FOR PURCHASE OVER \$25,000**

- > Requisition, TAES Form No. 230-98
- > Invitation-for-Bid, partially completed
- > Sole source memorandum, if applicable

**LOCAL PURCHASE ORDER**

- > Group 1, collated and stapled as follows:
  - Original order with original signature
  - Copy of awarded bid
- > Group 2, collated and stapled as follows:
  - Copy of signed order
  - Original bid tabulation form with original signature
  - Original bids\* or Qualified Information System Catalog Purchase documents\*\*, and if applicable/or
  - Original sole source memorandum with original signature and

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original sole bid\*

- > Groups 3 and 4, two sets collated and stapled as follows:
  - Copy of signed order
  - Copy of signed bid tabulation
  - Copy of bids or qualified information system catalog purchase documents, and if applicable/or
  - Copy of signed sole source memorandum and copy of sole bid

**SUBMIT TO TAES DISBURSEMENTS OFFICE WITH VOUCHER**  
**TAMU ADMINISTRATION BUILDING ROOM 9, MS 2147**

**SPOT PURCHASE ORDER**

- > Printed order not required

**EXTENDED SPOT PURCHASE ORDERS \$1,000.01 - \$5,000.00**

- > Original Order
- > Original Bid Tabulation (with full names of salespersons, vendor phone number and HUB designation)
- > Original signed sole source justification memorandum if applicable.

*Note: unit will retain on file copy of Qualified Information System Purchase\*\* documentation, if applicable*

**EMERGENCY PURCHASE ORDER (PRIOR VERBAL APPROVAL REQUIRED)**

- > Original of purchase order with original signature
  - Original written bids\*, if applicable
  - Original signed 3.09 sole source memorandum, if applicable

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\* Because facsimile bids received on thermal paper fade, please make plain paper copy and submit as original bid.

\*\* General Services Commission letter certifying vendor's catalog, catalog pages showing prices, and vendor statement that the catalog pages are valid copies of those on file with the General Services Commission.