| Procurer Role  | Purchase Authorization Level | Texas State Training Requirement  | Certification | Continuing Education Requirements | *TPASS**State Agency Purchasing Training, Certification and Continuing Education Requirements* |
| --- | --- | --- | --- | --- | --- |
| P-Card User  | Standard Texas State University defaults | Core Procurement+ P-Card | None required | Biennial P-Card | None |
| P-Card user (Exception) | Any | Core Procurement  + P-Card | None required | Annual P-Card + Core Procurement Biennially | None |
| Procurer (whether bids or not) | Less than $25,000 | Core Procurement+ Bidding and Awards+ Procurement Ethics | None required | 16 hours (including Procurement Ethics) of procurement-related CEU’s annually | Basic Public Purchasing Class, w/o purchasing certification required |
| Procurer (whether bids or not) | $25,000 or greater | Core Procurement+ Bidding and Awards + Contract Management+ Procurement Ethics | Required | 24 hours (including Procurement Ethics) of procurement-related CEU’s annually or minimum number of CEU’s required to maintain certification, whichever is greater\* | ***$ 25 – 100K***Basic Public Purchasing Class+ Advanced Purchasing Obtain Certified Texas Purchaser (CTP) + Minimum of 120 hours continuing education earned every 5 years thereafter. CTP recertification required every 5 years.***$ 100k+***Basic Public Purchasing Class+ Advanced Purchasing + Texas Cost and Price Analysis, Negotiations & Contract AdministrationObtain Certified Texas Procurement Manager (CTPM) + Minimum of 120 hours continuing education earned every 5 years thereafter. CTPM recertification required every 5 years. |

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| **Available Procurement & Contracting Classes:** | **Credit Hours** |
|  Core Procurement | 4 hours |
|  P-Card | 2 hours |
|  Bidding and Awards | 4 hours |
|  Contract Management | 2 hours |
|  Procurement Ethics | 2 hours |