Please visit our new Science Purchasing website for the latest forms, information and updates at: http://www.cose.txstate.edu/purchasing

Shipping updates

Starting August 22, 2016, Broussard Logistics will be handling the shipping of all Texas State Purchase orders. Purchase orders will no longer include a shipping line on the entry of the requisition. Shipping will be applied directly to the Purchase Order. The revised Purchase Orders now notify vendors that they must use one of Texas State’s UPS or FedEx shipping accounts.

For outbound freight, existing accounts will be closed and all outbound shipping, must use Texas State’s Accounts for FedEx and UPS.

Inbound Freight

Sole/Proprietary Source Justification Updates

The new dollar threshold requiring bids has been increased from $5,000 to $15,000 starting August 22, 2016.

Also, when filling out the form, please ensure that all questions are completed and proper detail given in each. A suggestion, when filling out the form: Let us know how this purchase provides a “Best Value” to the University. Examples include: Purchase price, reputation of the vendor and of the vendor’s goods/services, quality of the vendor’s goods/services, the extent of which the goods/services meet the institution’s needs, the vendor’s past relationship with the institution, and total long-term cost to the institution of acquiring the vendor’s goods/services.