| 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 Administration  Obtain Certified Texas Procurement Manager (CTPM)  +  Minimum of 120 hours continuing education earned every 5 years thereafter.  CTPM recertification required every 5 years. |

|  |  |
| --- | --- |
| **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 |