**SB20 Requirements for SAP and Marketplace POs**

Once you determine the vendor, the vendor is required by federal and state governments, to be checked to determine if there are any sanctions or debarments that would prohibit the university from doing business with them for **ALL** purchases $15,000 and above. The sites are:

<https://mycpa.cpa.state.tx.us/coa/> - Franchise Tax

<https://usfcr.com/search-federal-contracts/> – Federal Debarment- SAMS Check

<https://fmcpa.cpa.state.tx.us/tpis/> - Vendor Warrant/Payment Hold

<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php> - Texas Debarment

<https://treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx> - The OFAC

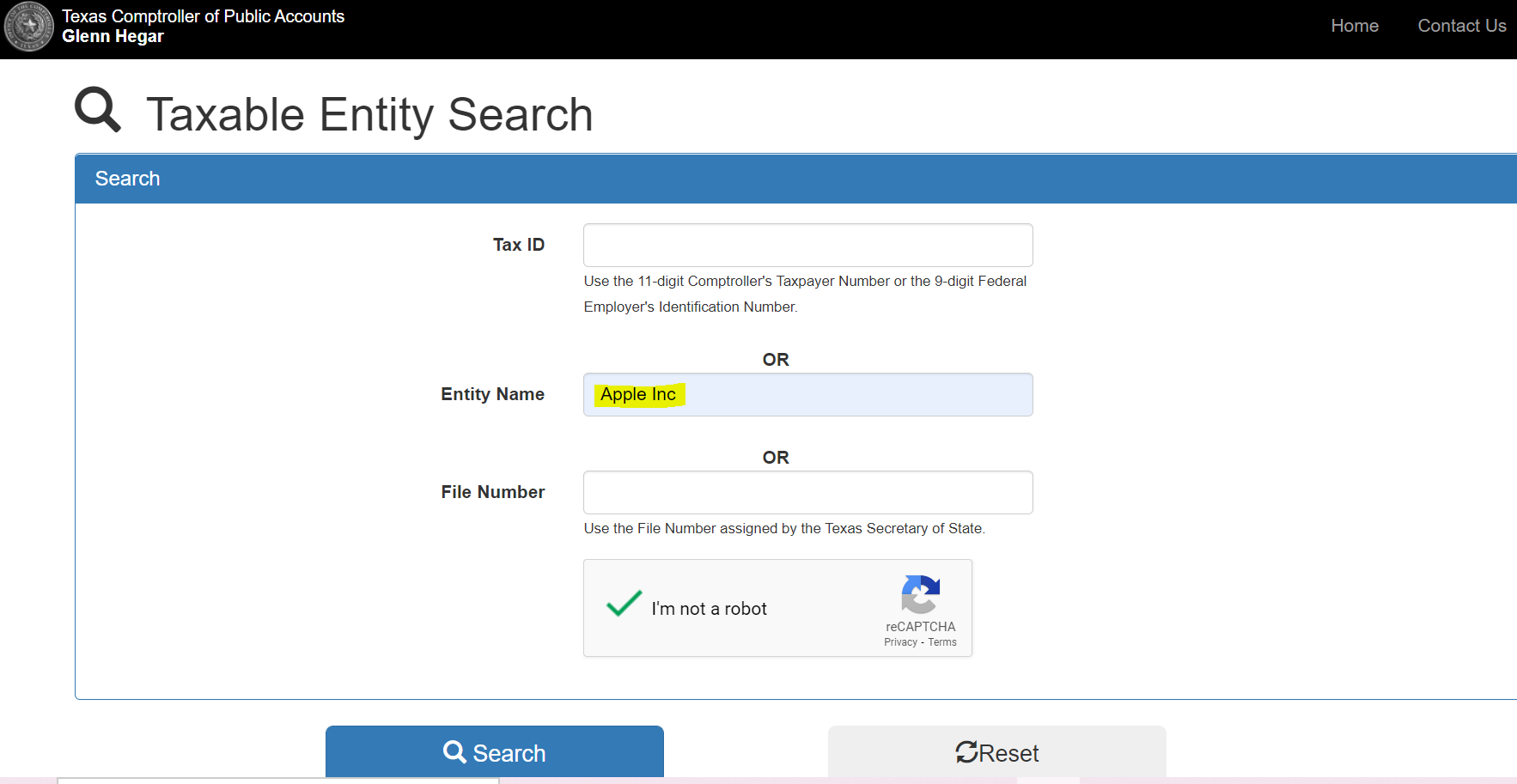
\*\*<https://comptroller.texas.gov/purchasing/publications/divestment.php> - This is the Comptroller site that has all the links except OFAC

See User Guides for Attaching a Document.

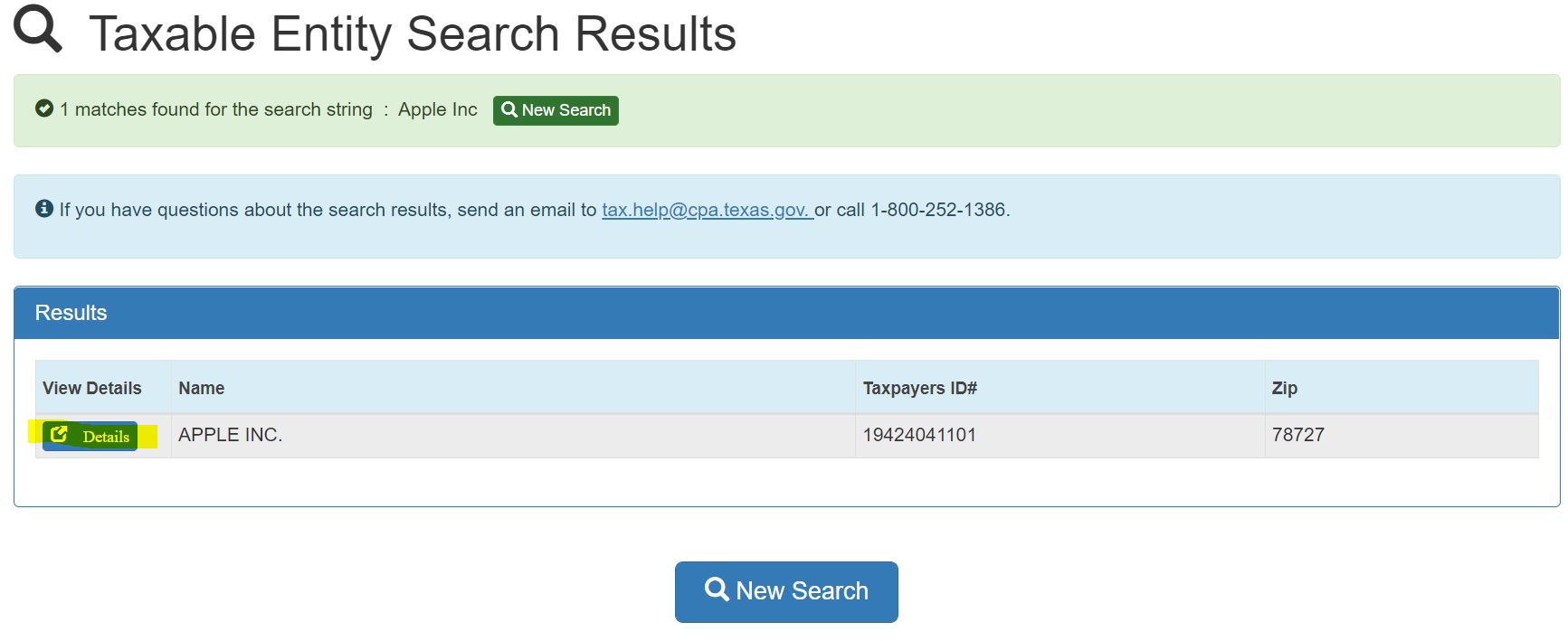
**\*\*Please note that Marketplace has a limit of only ten attachments. We recommend condensing the Divestment Statute Lists (PDFs) into one attachment.**

[**https://mycpa.cpa.state.tx.us/coa/**](https://mycpa.cpa.state.tx.us/coa/) **- Franchise Tax**

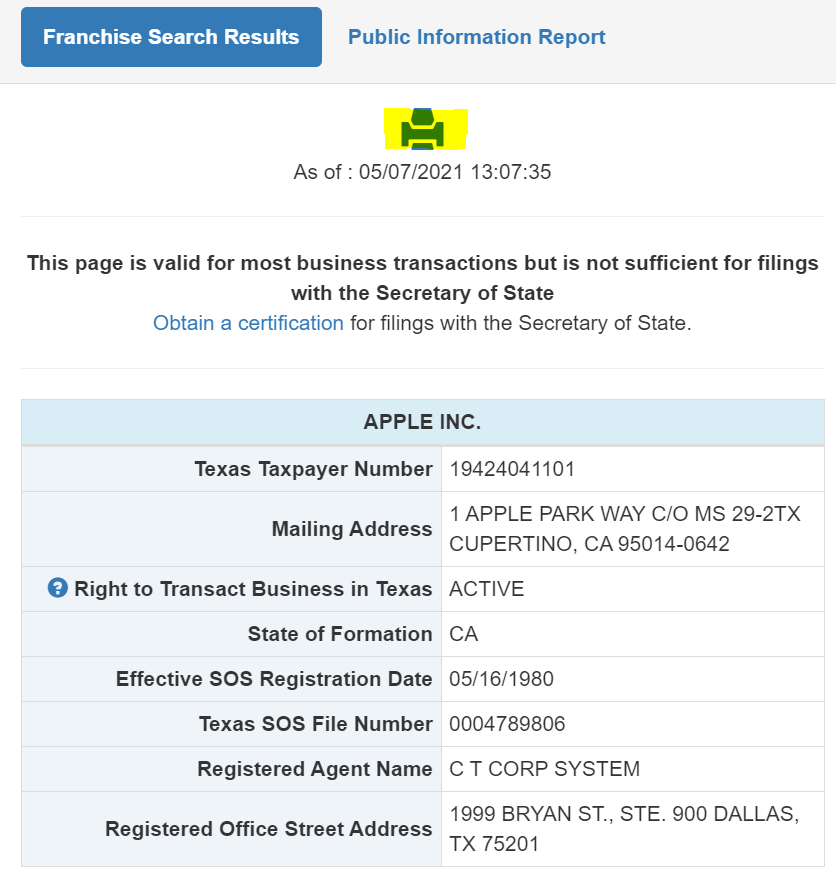
1. Enter Entity (Vendor) Name
2. Select ‘I’m not a robot’
3. Click Search



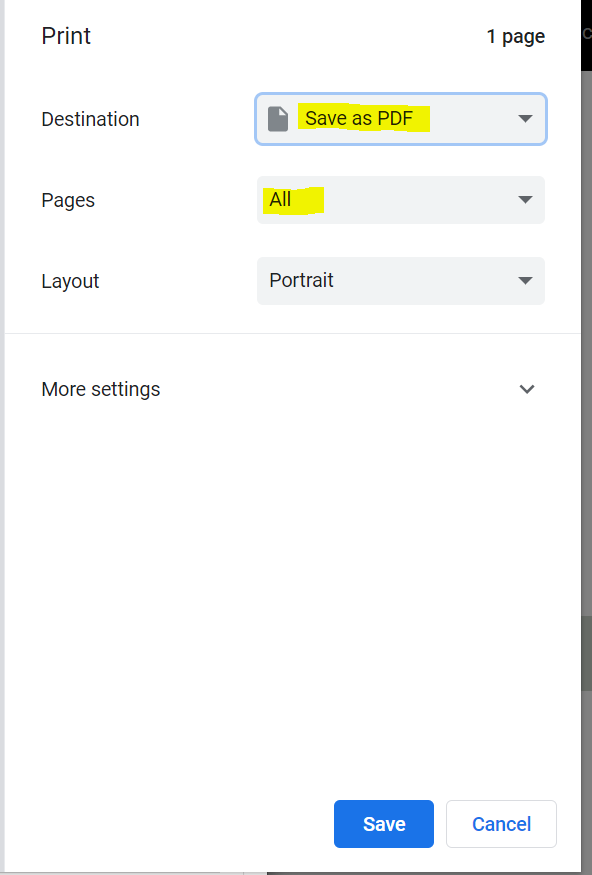
Click ‘Details’



Click the ‘Printer’ icon



Save as PDF

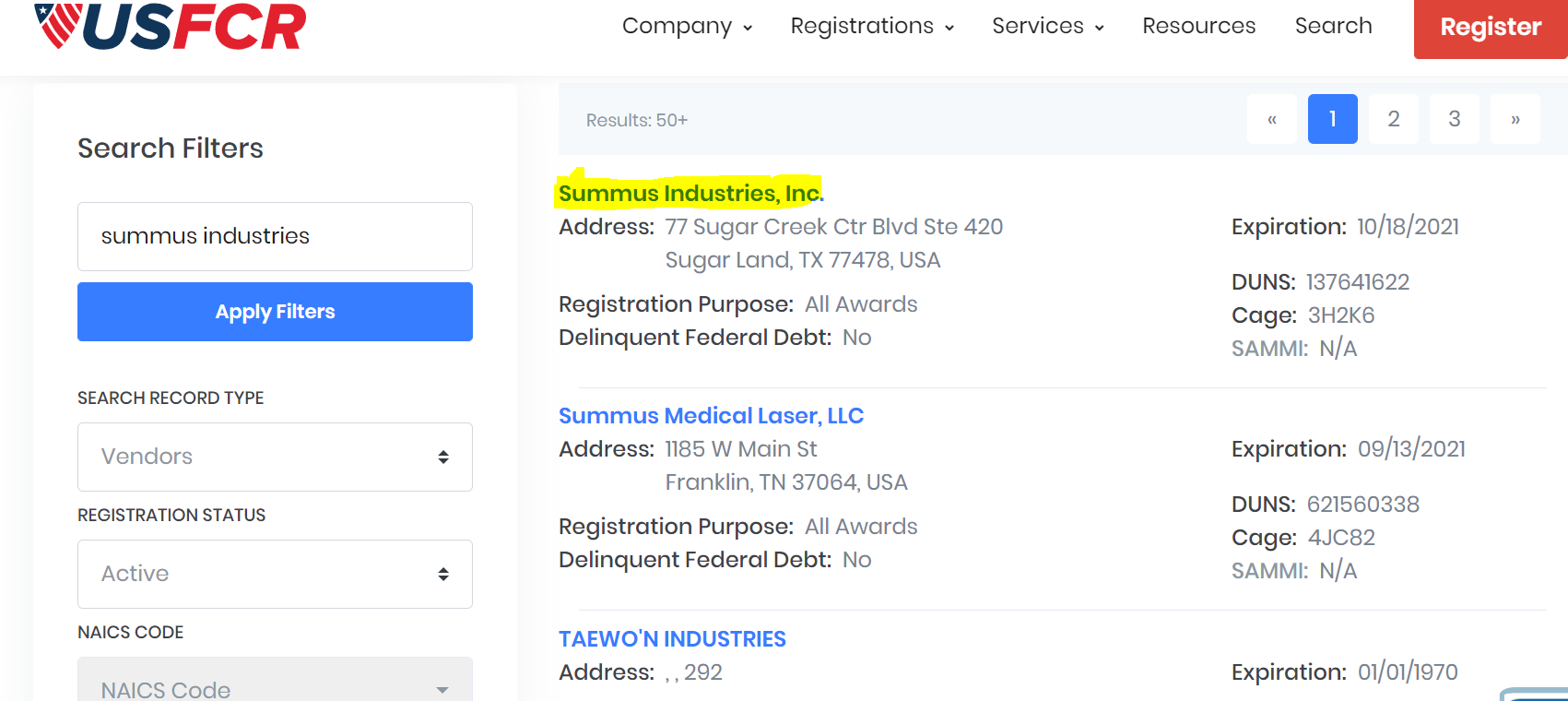


[**https://usfcr.com/search-federal-contracts/**](https://usfcr.com/search-federal-contracts/)– **Federal** **Debarment**- **SAMS** **Check**

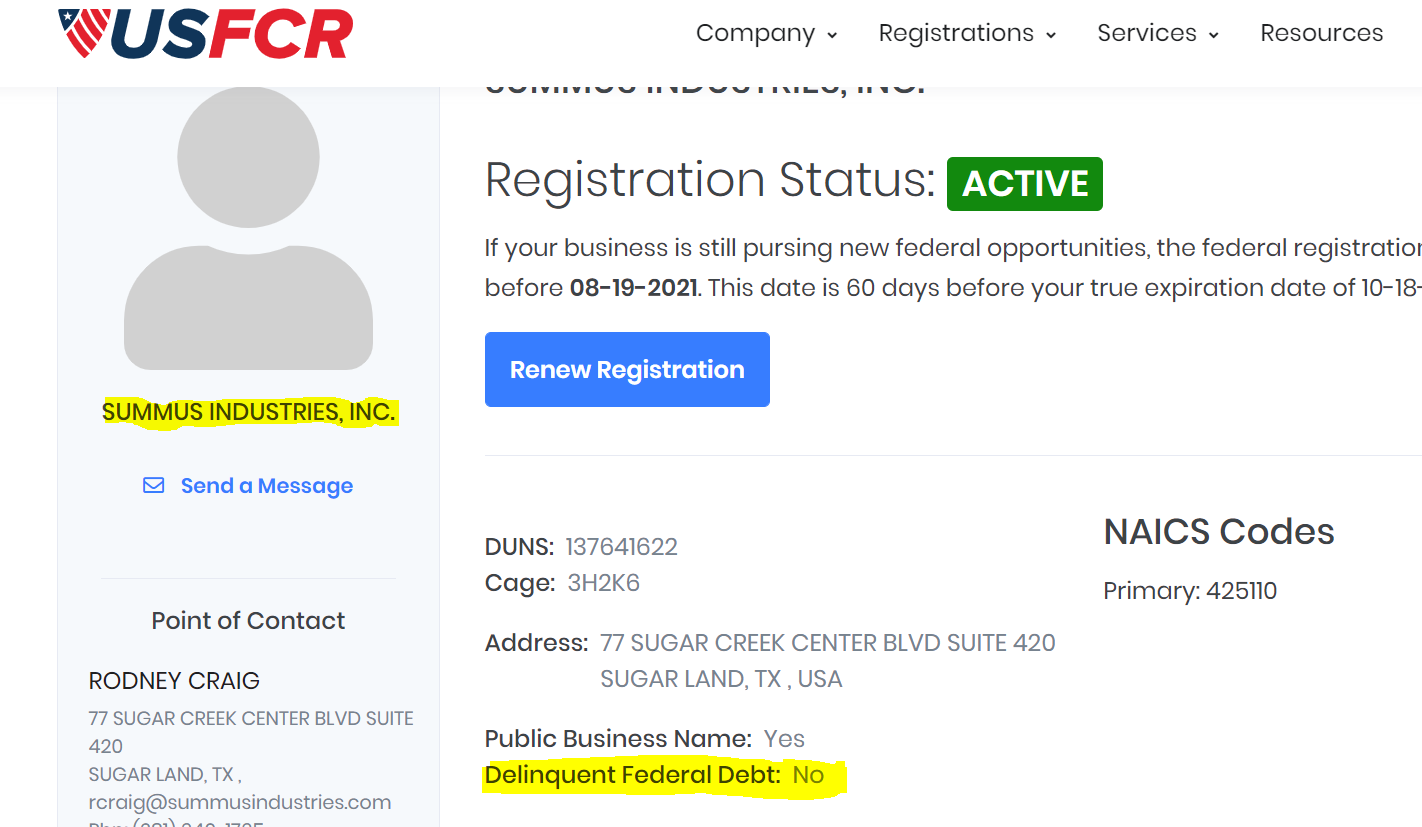
1. Enter Vendor name
2. Change ‘Search Record Type’ to Vendors
3. Change ‘Registration Status’ to Active
4. Click Apply Filters



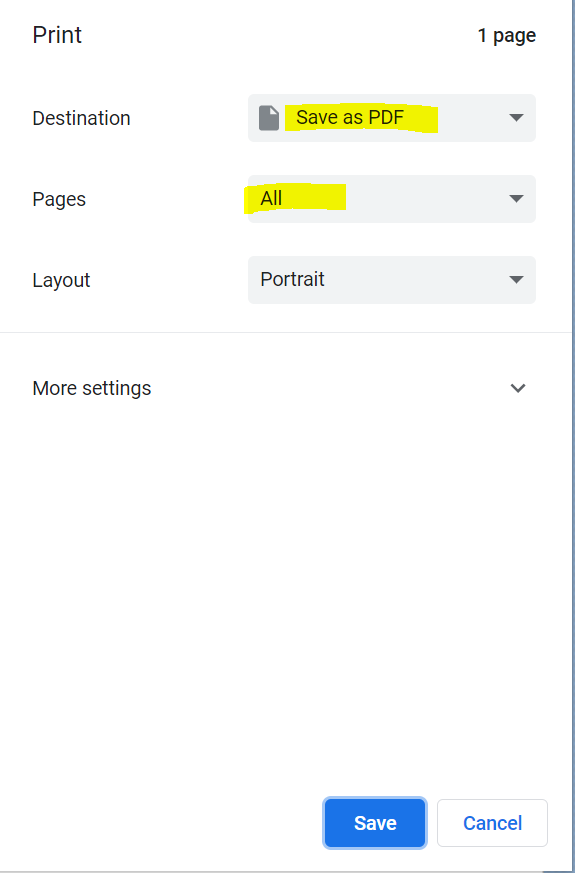
1. Select the correct Vendor name from the list



1. You will save this page as PDF and attach to requisition

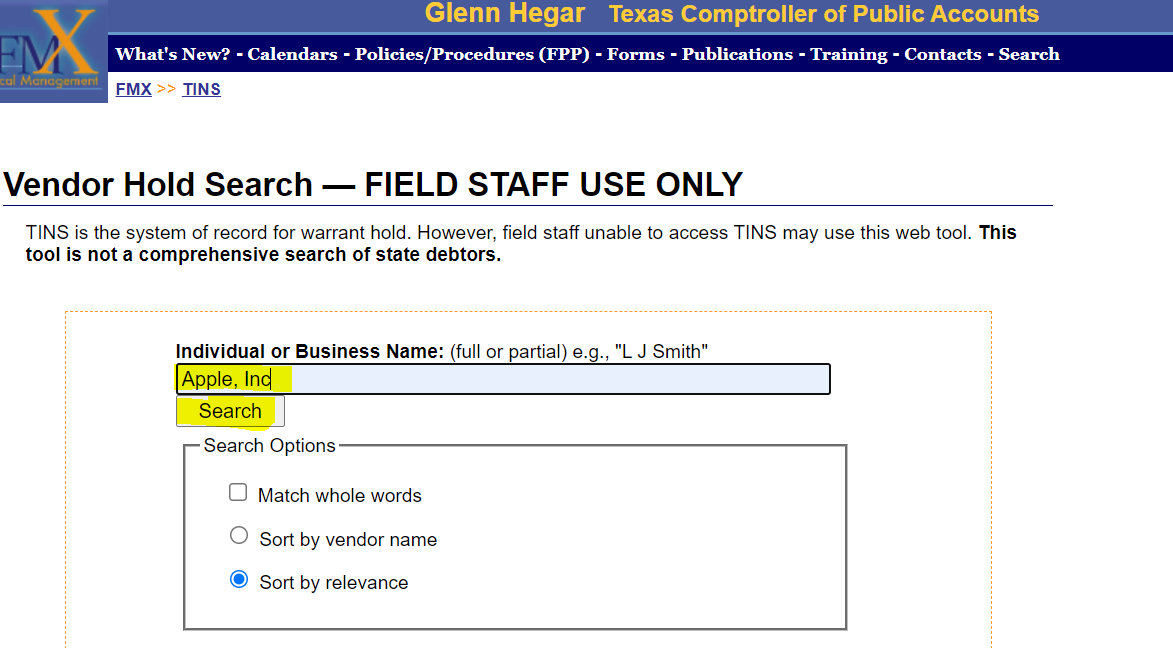


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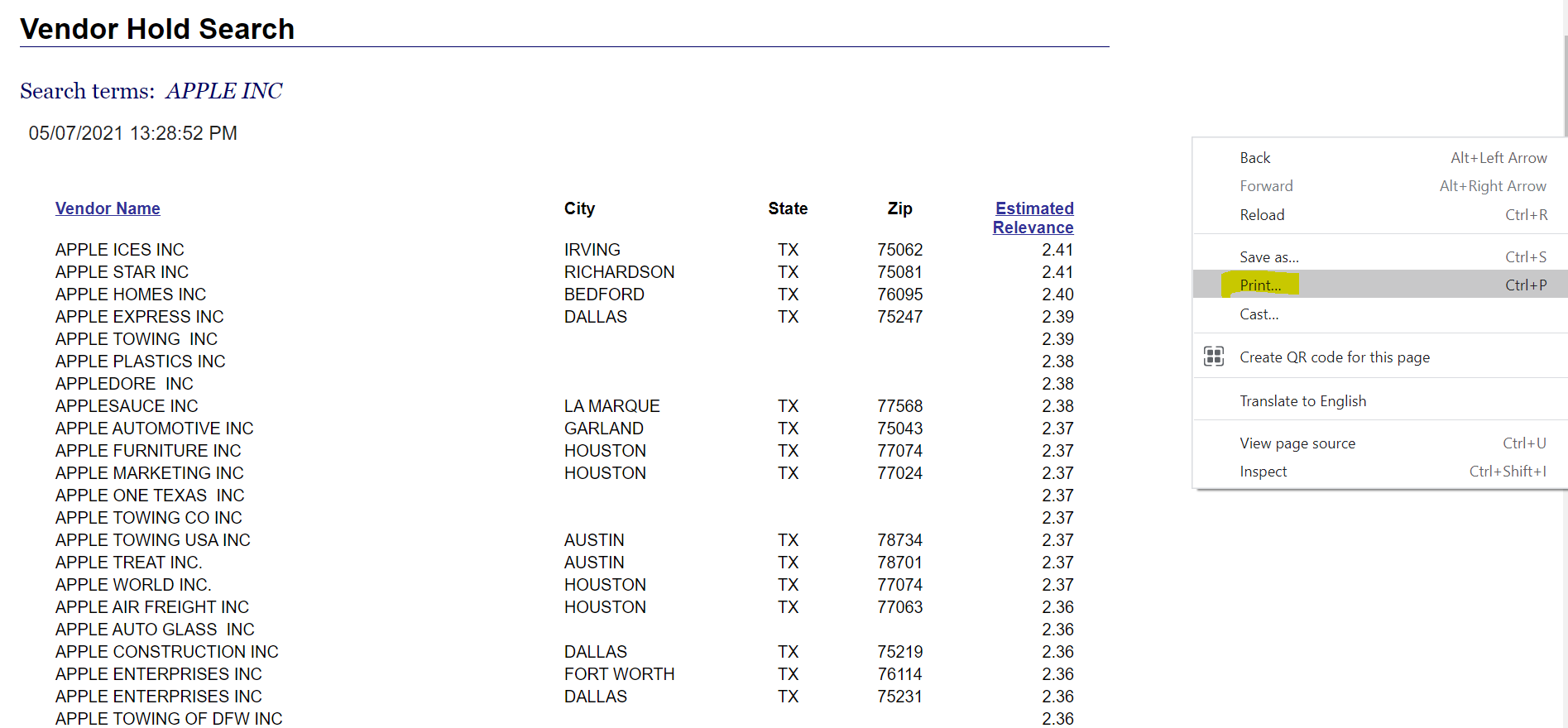


[**https://fmcpa.cpa.state.tx.us/tpis/**](https://fmcpa.cpa.state.tx.us/tpis/) **- Vendor Warrant/Payment Hold**

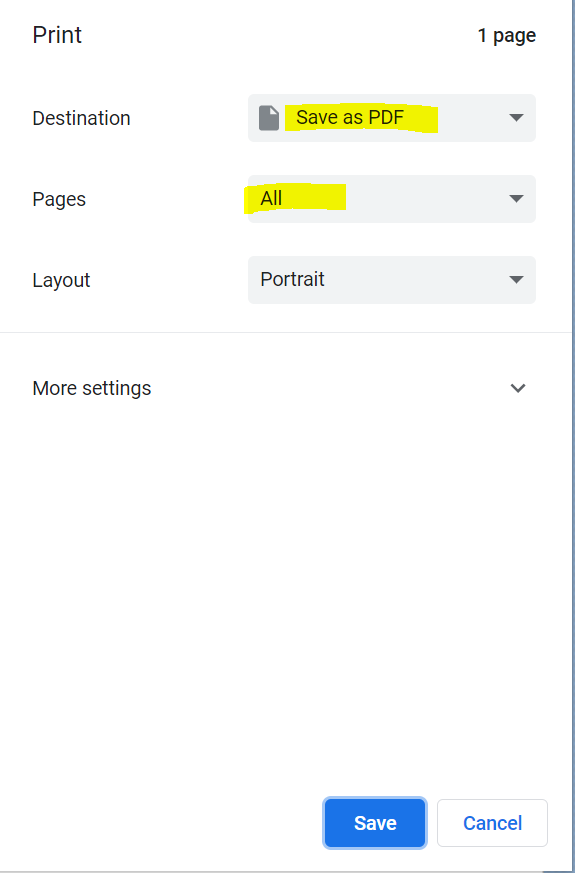
Enter Vendor Name and click Search



Right click anywhere on the page and select Print

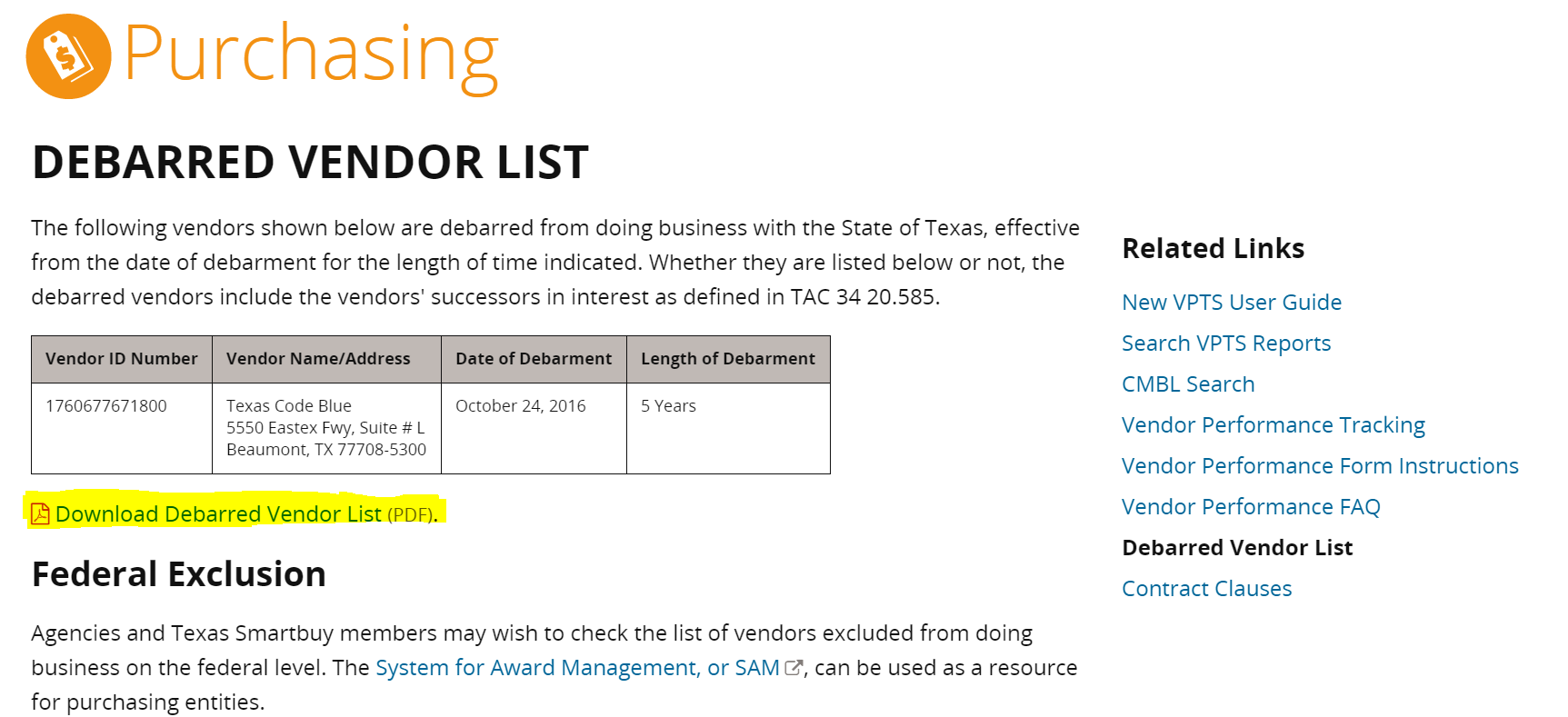


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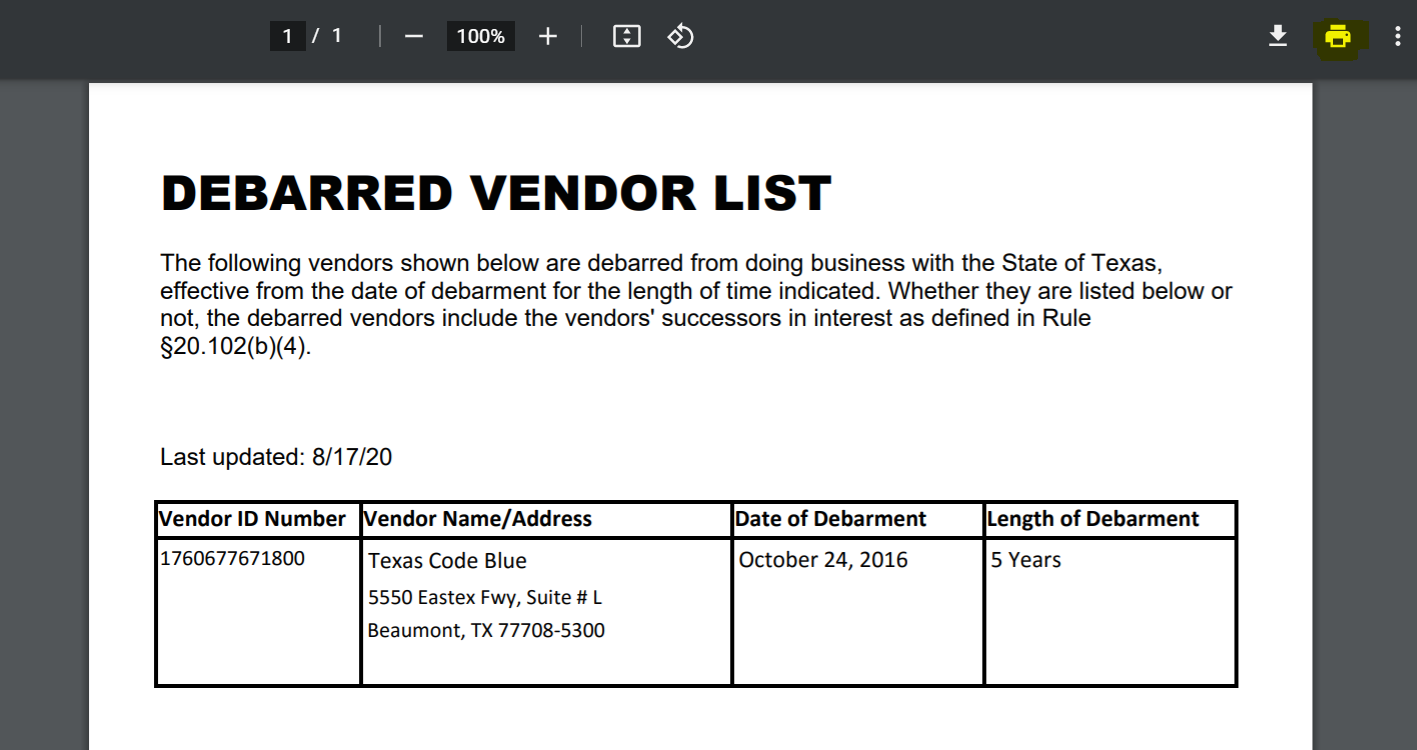


[**https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php**](https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php) **- Texas Debarment**

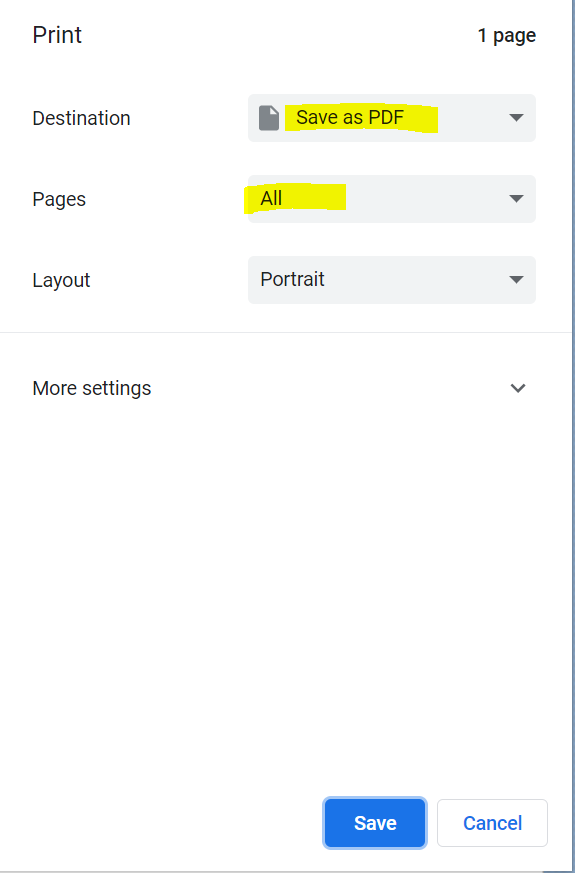
Click Download Debarred Vendor List (PDF)



Click the Printer Icon on the top right corner

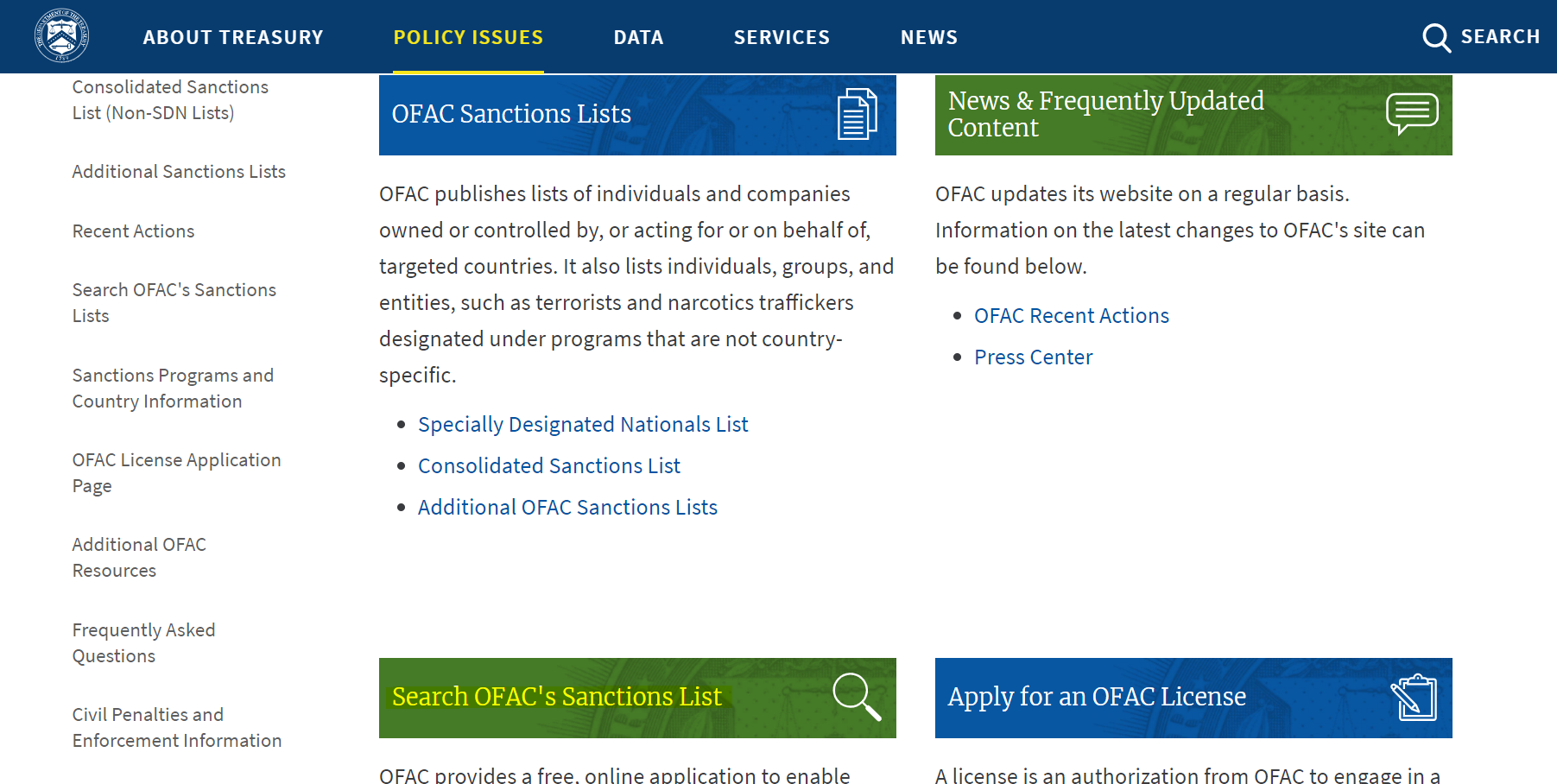


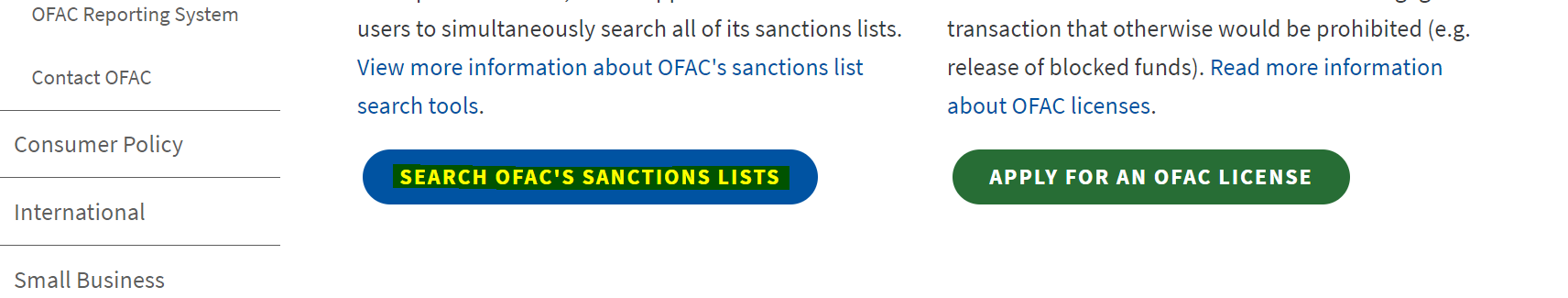
Save as PDF



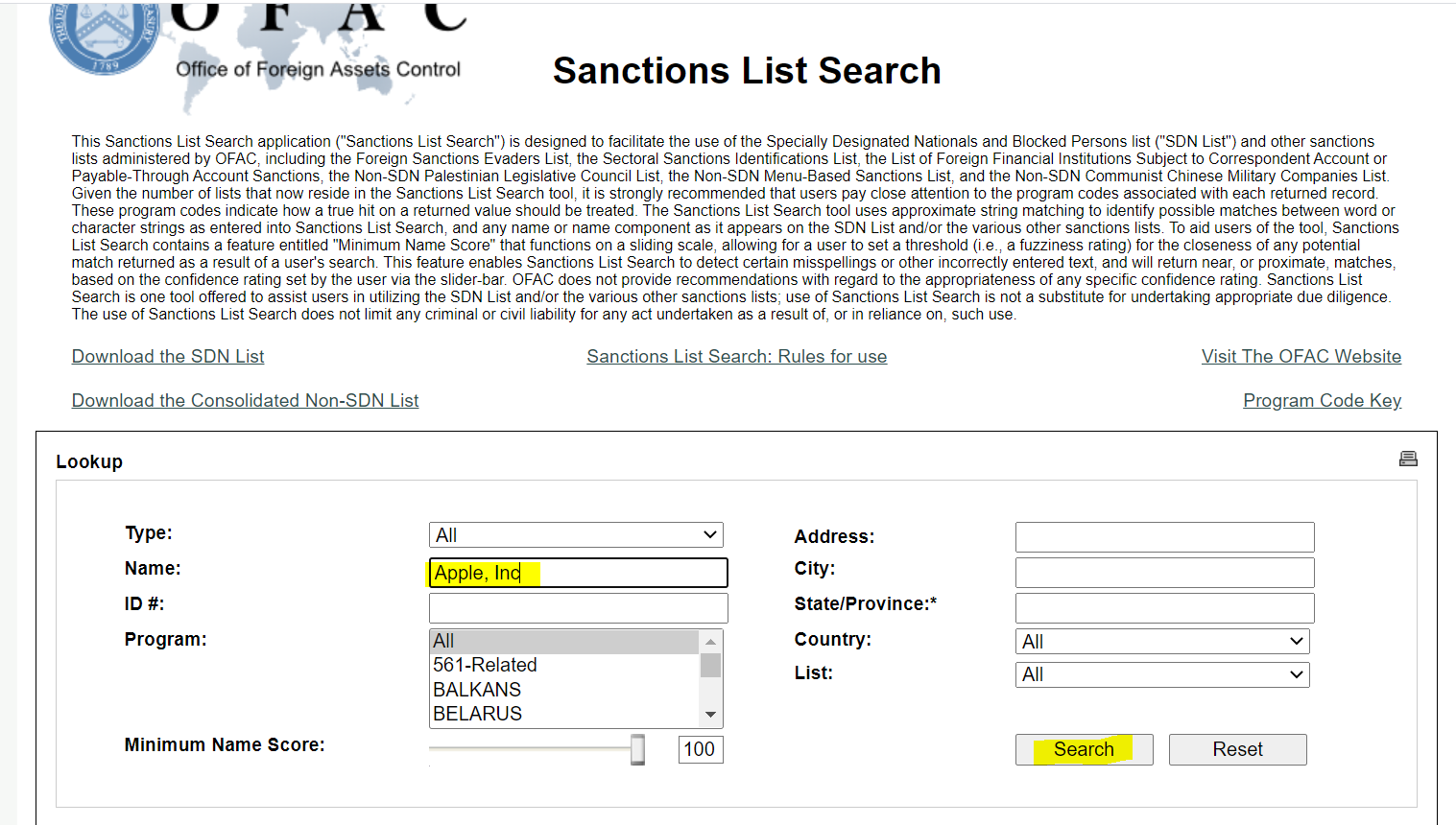
[**https://treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx**](https://treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx) **- The OFAC**

Click Search OFAC’s Sanctions List

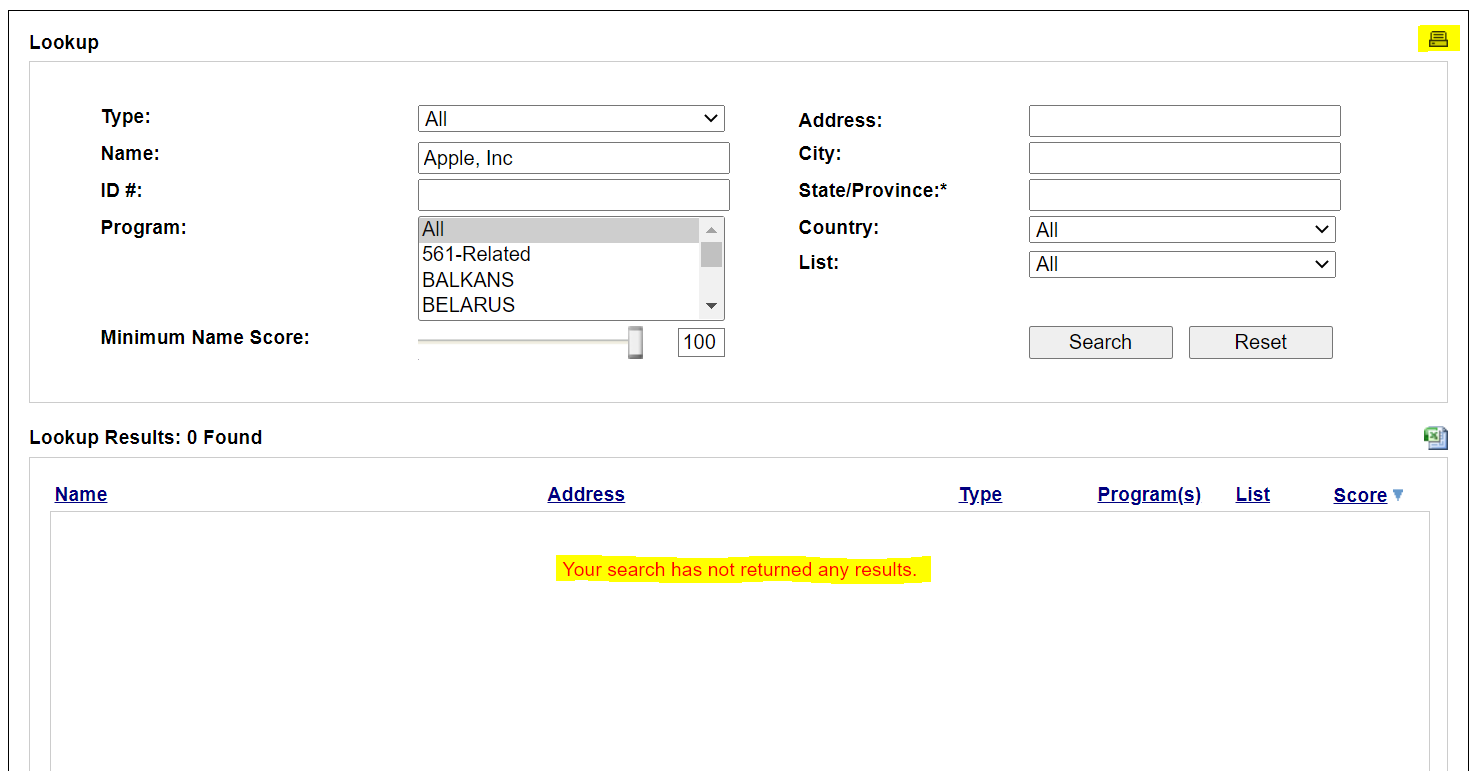




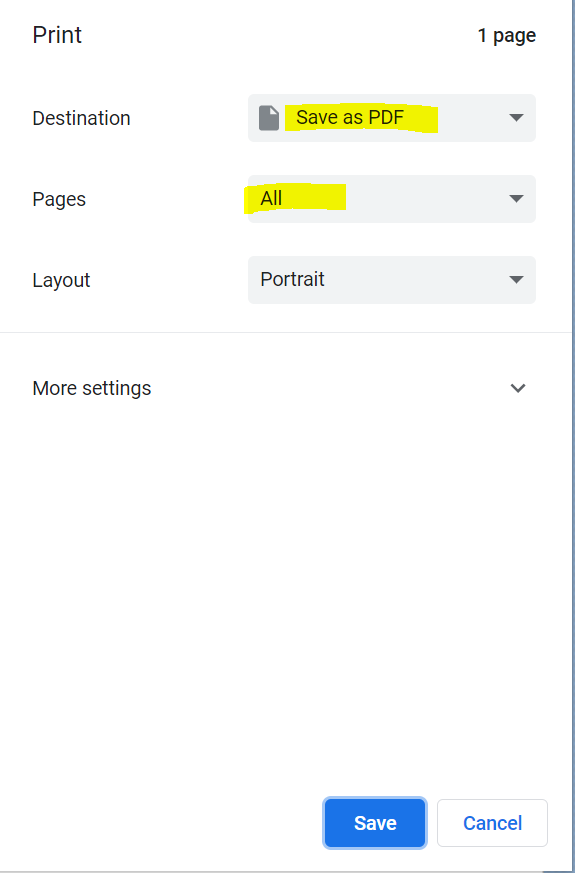
Enter Vendor Name and click Search



You should see No Results as below. Click Printer Icon on top right corner.



Save as PDF



\*\*[**https://comptroller.texas.gov/purchasing/publications/divestment.php**](https://comptroller.texas.gov/purchasing/publications/divestment.php) **- This is the Comptroller site that has all the links except OFAC**

You must go to each of the 5 links and save each PDF

