



The Texas A&M University System Contract Reporting Requirements

Government Code 2261.253 requires state agencies, and institutions of higher education, to report contracts for the purchase of goods or services from a private vendor, regardless of funding source. To fully meet this requirement the following agreements, not already reported to the LBB, should be posted on the agencies Internet website.

Note: Per Government Code 2261.253(d) posting requirements do not apply to a memorandum of understanding, interagency contract, interlocal agreement, or a contract which there is not a cost.

CONTRACTS USING APPROPRIATED FUNDS*

All contracts regardless of
value

Over \$50,000 should be
reported to LBB as well

CONTRACTS USING INSTITUTIONAL FUNDS

Contracts \$15,000
and over

Over \$50,000 should be
reported to LBB as well

POSTING SHOULD INCLUDE:

Copy of the contract (May be redacted
as allowed by 2261.253(e))

AND

The request for proposal related to a competitively bid contract
OR

The statutory or other authority under which a contract that is not
competitively bid is entered into

*For the purpose of contract reporting, appropriated funds include all Method of Finance items shown in your institution's respective appropriation bill pattern.



THE TEXAS A&M UNIVERSITY SYSTEM LEGISLATIVE BUDGET BOARD (LBB) CONTRACT REPORTING REQUIREMENTS

Government Code Requirements

MAJOR INFORMATION SYSTEMS

Contract amount
exceeding \$1,000,000

Report 30 days after
contract execution

(Section 2054.008,
Government Code)

CONSTRUCTION PROJECTS

Contract amount
exceeding \$50,000

Report 30 days after
contract execution

(Section 2166.2551,
Government Code)

PROFESSIONAL SERVICES

Contract amount
exceeding \$50,000

Report 30 days after
contract execution

(Section 2254.006,
Government Code)

General Appropriations Act (GAA) Requirements

ALL CONTRACTS

(Including Major
Information Systems)

Exceeding
\$50,000

Report 30 days
after contract
award

(GAA Article IX,
Sec 7.04)

NON- COMPETITIVE CONTRACTS

Exceeding
\$1,000,000

Report 15 days
after contract
award

(GAA Article IX,
Sec 7.11)

EMERGENCY CONTRACTS

Exceeding
\$1,000,000

Report 5 days
after contract
award

(GAA Article IX,
Sec 7.11)

LARGE CONTRACTS

Exceeding
\$10,000,000*

Report 15 days
after contract
award

(GAA Article IX,
Sec 7.11)

* Notification to LBB per Section 7.11 is required for contracts valued over \$10,000,000; all others are exempt per the acquisition authority set forth in Education code 51.9335.

Notification should include an Attestation Form regardless of funding source.