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.*
## 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)

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* 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.