

Science Purchasing

Fall 2017

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



KRAYDEN INC
1491 W 124TH AVE
DENVER, CO 80234-1701



Vendors must use one of Texas State's shipping accounts.

Fedex: 280135844
UPS: 3Y2592

Local Purchase Order

Section 1 - PO #:	4500108267	Page: 1 of 1
Date:	08/04/2016	
PO # must be on invoice(s); failure to include may delay payment.		
Refer to PO # on all inquiries & correspondence.		
Vendor's Texas State ID# 19804		
Texas State University is a tobacco free campus.		
Section 2 - Invoices - (Texas State is Sales Tax Exempt):		
Email invoice to payables@txstate.edu or mail original to:		
Texas State University		
P.O. BOX 747 San Marcos, TX 78667-0747		
Payment Terms: Per Texas Govt Code Sec 2231 unless noted.		
Failure to email or mail invoice as per the above will delay payment.		
Section 3 - Ship to:		
University Distribution Center		
Texas State University		
305 River Ridge Pkwy, San Marcos, TX 78666		
Terms: FOB Destination		
Section 4 - Other Order Information		
A. 9000001181 - Startup-Engineering-		
B. Created by: Linda Meyer		
C. Requisitioner: NAMWON KIM		
D. Approver: Lillian Garcia		
*** Final page of PO must be signed by Purchasing Office to be valid ***		

Audit: By accepting the Purchase Order, vendor agrees to all Texas State Terms & Conditions, including right to audit. Refer to back of this page or website for details.
Fraud: To report concerns regarding fraud, waste or financial abuse at Texas State call the Texas State Audit Hotline at (512) 242-1707

Contact Us

Location: Centennial Hall #203

E-mail: science-purchaser@txstate.edu

<http://www.cose.txstate.edu/purchasing>

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Brandy Dane, Buyer II

Phone: 512.245.4600

E-mail: bld72@txstate.edu

Outbound Freight

FedEx: 280135844

UPS: 3Y4F33

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.