

BOARD OF REGENTS MEETING AGENDA ITEM CHECKLIST

This form must be completed and all supporting documents attached prior to submittal for BOR approval.

Originating Department

Anticipated BOR Meeting:	Total Purchase Price:	
Name of Originator:	Name of Area VP:	
School/Department:	Name of Vendor:	
Brief Description of Purchase:		
Purchase has been funded and approved by the area Vice President <input type="checkbox"/>		
The Compliance Coversheet is attached with all supporting documentation. <input type="checkbox"/>		
Detailed explanation (Executive Level) of the proposed purchase is attached. <input type="checkbox"/>		
_____	_____	_____
Printed Name	Signature	Date

Procurement Services (Hannah Hall, 333)

The Purchasing Department confirms the above reference purchase meets the acquisition requirements of the Texas Education Code 51.933, Texas Government Code 2254 and TSU MAPP 03.02.03. The acquisition method utilized to purchase the above reference commodity is: (Check One)	
<input type="checkbox"/> TSU Solicitation # _____	
<input type="checkbox"/> Emergency Purchase	
<input type="checkbox"/> Sole Source Purchase	
<input type="checkbox"/> Master Contract Agreement	
<input type="checkbox"/> Cooperative Purchase Agreement or State Contract	
<input type="checkbox"/> Other _____	
Support documentation for the selected purchasing method is attached. <input type="checkbox"/>	
_____	_____
Greg Williams, Executive Director of Procurement Services	Date

Institutional Compliance (Hannah Hall, 317)

The Office of Institutional Compliance has performed a Due Diligence Review for the above referenced entity and finds it acceptable to engage in business practices with Texas Southern University. <input type="checkbox"/>	
Comments: _____	
Due Diligence Summary Report is attached. <input type="checkbox"/>	
_____	_____
Yolanda Nimmer-Williams, Director of Institutional Compliance	Date

General Counsel (Hannah Hall, 310)

The Office of General Counsel is in receipt of the above referenced agreement/contract and finds it acceptable for final execution as to legal form and sufficiency. <input type="checkbox"/>	
This purchase does not require review by General Counsel. <input type="checkbox"/>	
_____	_____
Andrew Hughey, General Counsel	Date

Vice President for Finance/CFO (Hannah Hall, 116)

The Vice President for Finance/CFO approves this proposal for presentation at the _____ Board of Regents Meeting.	
_____	_____
Jim C. McShan, Vice President for Finance/CFO	Date