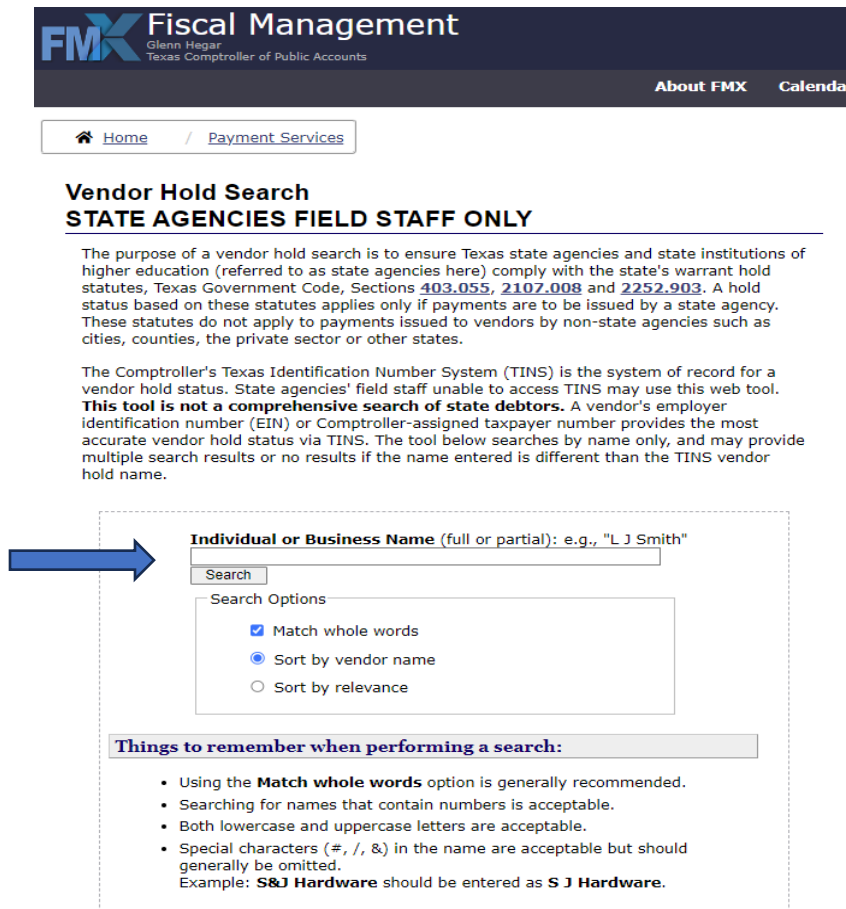


Vendor Hold Verification

State agencies and universities are **prohibited** from making Pro-Card purchases with any vendor with a State hold. All Pro-Card holders must verify that a vendor does not have such a hold **prior to making any purchase over \$100** as follows:

1. Click on this website: [State of Texas Vendor Hold List](#)
2. Enter the name of the vendor and click on the search button:



The screenshot shows the 'Fiscal Management' website header with the logo and navigation links. Below the header is a breadcrumb trail: Home / Payment Services. The main heading is 'Vendor Hold Search' with a sub-heading 'STATE AGENCIES FIELD STAFF ONLY'. A paragraph explains the purpose of the search and the legal basis. Another paragraph describes the TINS system and the tool's limitations. The search form includes a text input for the vendor name, a 'Search' button, and search options: 'Match whole words' (checked), 'Sort by vendor name' (selected), and 'Sort by relevance'. A section titled 'Things to remember when performing a search:' provides additional instructions and an example.

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Vendor Hold Search

STATE AGENCIES FIELD STAFF ONLY

The purpose of a vendor hold search is to ensure Texas state agencies and state institutions of higher education (referred to as state agencies here) comply with the state's warrant hold statutes, Texas Government Code, Sections [403.055](#), [2107.008](#) and [2252.903](#). A hold status based on these statutes applies only if payments are to be issued by a state agency. These statutes do not apply to payments issued to vendors by non-state agencies such as cities, counties, the private sector or other states.

The Comptroller's Texas Identification Number System (TINS) is the system of record for a vendor hold status. State agencies' field staff unable to access TINS may use this web tool. **This tool is not a comprehensive search of state debtors.** A vendor's employer identification number (EIN) or Comptroller-assigned taxpayer number provides the most accurate vendor hold status via TINS. The tool below searches by name only, and may provide multiple search results or no results if the name entered is different than the TINS vendor hold name.

Individual or Business Name (full or partial): e.g., "L J Smith"

Search

Search Options

- ☒ Match whole words
- ☒ Sort by vendor name
- ☐ Sort by relevance

Things to remember when performing a search:

- Using the **Match whole words** option is generally recommended.
- Searching for names that contain numbers is acceptable.
- Both lowercase and uppercase letters are acceptable.
- Special characters (#, /, &) in the name are acceptable but should generally be omitted.
Example: **S&J Hardware** should be entered as **S J Hardware**.

3. If the search finds no State hold records, the message "No vendor hold record was found for the search criteria" will be displayed. **You must save this screen as a PDF (print to PDF) and submit it with your receipts in your end-of-month Concur report.**



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Vendor Hold Search

Search terms: *STOCK-TRAK INC*
 01/10/2024 08:40:23 AM




No vendor hold record was found for the search criteria.

[New query](#)

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- If the vendor appears in the search results, **you may not proceed with the purchase.**




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Vendor Hold Search

Search terms: *IRENE'S BAKE SHOP*
 01/11/2024 11:43:37 AM



Vendor Name	City	State	Zip	Estimated Relevance
IRENE'S BAKE SHOP INC	BRIDGE CITY	TX	77611	3.00

Rows displayed: 1
[New query](#)

- Purchasing from a vendor with a State hold or failing to conduct this search or attaching a PDF of the search will result in progressive disciplinary action including revocation of your Pro-Card privileges.