

Vendor Hold FAQ

As of September 1st, all purchases over \$500 require documentation that the vendor being used is not on hold. This is for ALL vendors if the amount is over \$500, regardless of their current or prior relationship to the University of Houston or the purpose and benefit to the University. Please see the FAQs below.

1. Do Amazon transactions require vendor hold documentation?
A. Yes, all vendors (Amazon included) will require vendor hold documentation for each transaction over \$500.
2. For Amazon, do I have to search for Amazon or the third-party vendor for hold status?
A. You will search for Amazon.
3. How do I search for Amazon?
A. Search for Amazon or Amazon Inc. Do not search for Amazon.com.
4. Do restaurant transactions require vendor hold documentation?
A. Yes, vendor hold documentation is required for restaurants if the transaction is over \$500.
5. When I search for a vendor on the TX Comptroller's site, I get no result. What do I do?
A. Make sure you are spelling the merchant's name correctly. If the site does not generate any vendor hold results, you may proceed with the purchase. Make sure to include a screenshot of the results.
6. How do I know where to search for vendor hold status?
A. You can follow any of the paths for Vendor Hold Status listed here: <https://uh.edu/office-of-finance/references/>
7. Do I need to include results for a vendor that is not on hold?
A. Yes, you must include the results for each vendor hold status for any transaction over \$500.
8. I want to use a vendor, but the search shows they are on hold. What do I do?
A. You cannot use this vendor. You will need to find another vendor.
9. Can I make multiple purchases under \$500 to bypass the vendor hold status?
A. No, you may not split transactions to bypass the vendor hold status.
10. What is acceptable documentation?
A. Either a screenshot of the results or a PDF print of the page attached to the expense report.
11. I have doubts about the status of a vendor's hold status, what do I do?
A. You can reach out to VendorID@UH.EDU for additional review.
12. I have a question that wasn't addressed here, who do I contact?
A. You can reach out to the P-Card team at AP@UH.EDU