



**THE UNIVERSITY OF HOUSTON
LEGISLATIVE BUDGET BOARD (LBB)
CONTRACT REPORTING REQUIREMENTS**

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)

* 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.

Attestation Letter required for all non-competitive bid procurements (sole source and emergency) contracts at \$1,000,000 and greater and all contracts \$10,000,000 and greater.