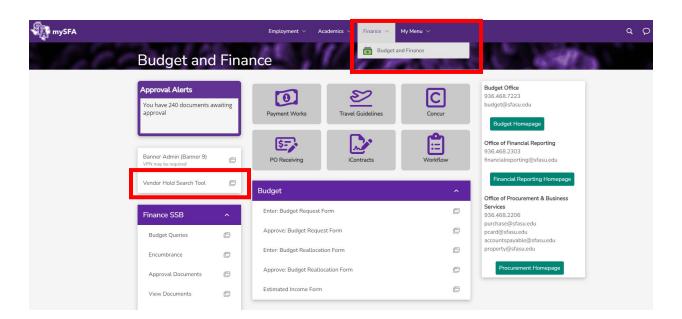# Vendor Hold Search Tool Guide

Purpose:

The purpose of a vendor hold search is to ensure Stephen F. Austin State University complies with the state's warrant hold statutes Texas Government Code, Sections 403.055, 2107.008 and 2252.903. State agencies and institutions of higher education are required to verify a vendor's hold status for payment card purchases over $500. All institution cardholders are required to conduct a vendor hold search of purchases of $500 or greater no earlier than the seventh day prior to the transaction and no later than the date of the transaction. The University may not conduct with a vendor on State Hold.

General Information:

This tool is not a comprehensive search of state debtors. The tool below searches by name or TINS (Texas Identification Number), and may provide multiple search results or no results if the name entered is different than the TINS vendor hold name. Capture a screenshot of the results for purchases $500 or more and attach to your purchase documentation. Date and timestamp must be included on screenshot and attached to P-Card transaction in SAP Concur.
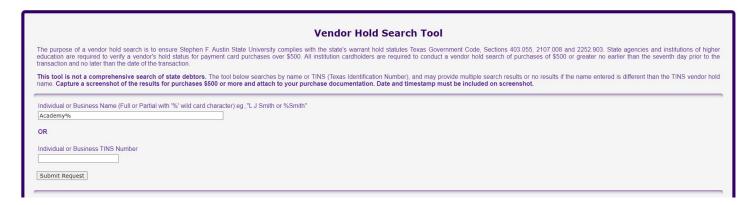
How to find the tool:

- Login to mySFA
- Select Finance- Budget and Finance
- Click on "Vendor Hold Search Tool"

Performing a search:

- Enter the name of the vendor OR the TINS (if known)
- Using the "%" wildcard option is generally recommended.
- Searching for names that contain numbers is acceptable.
- Both lowercase and uppercase letters are acceptable.
- Click on " Submit Request" to display results

Search Results:

- A system message "No vendor hold record was found for the search criteria" will be displayed if the search finds no records.

- Search displays vendor hold records only. Search excludes hold records for state employees and individual recipients.

Vendor Hold Search Tool

New Search

Search terms: Academy%
Search date: 08/14/2024 04:30:00 PM
Records Found: 71

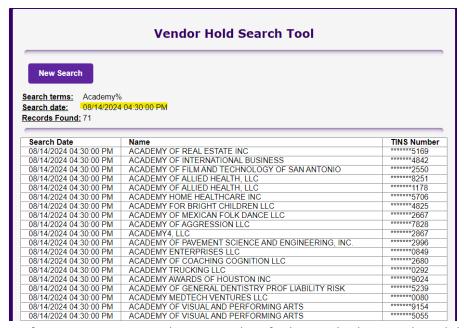| Search Date	Name	TINS Number
08/14/2024 04:30:00 PM	ACADEMY OF REAL ESTATE INC	*******5169
08/14/2024 04:30:00 PM	ACADEMY OF INTERNATIONAL BUSINESS	*******4842
08/14/2024 04:30:00 PM	ACADEMY OF FILM AND TECHNOLOGY OF SAN ANTONIO	*******2550
08/14/2024 04:30:00 PM	ACADEMY OF ALLIED HEALTH, LLC	*******8251
08/14/2024 04:30:00 PM	ACADEMY OF ALLIED HEALTH, LLC	*******1178
08/14/2024 04:30:00 PM	ACADEMY HOME HEALTHCARE INC	*******5706
08/14/2024 04:30:00 PM	ACADEMY FOR BRIGHT CHILDREN LLC	*******4825
08/14/2024 04:30:00 PM	ACADEMY OF MEXICAN FOLK DANCE LLC	*******2667
08/14/2024 04:30:00 PM	ACADEMY OF AGGRESSION LLC	*******7828
08/14/2024 04:30:00 PM	ACADEMY4, LLC	*******2867
08/14/2024 04:30:00 PM	ACADEMY OF PAVEMENT SCIENCE AND ENGINEERING, INC.	*******2996
08/14/2024 04:30:00 PM	ACADEMY ENTERPRISES LLC	*******0849
08/14/2024 04:30:00 PM	ACADEMY OF COACHING COGNITION LLC	*******2680
08/14/2024 04:30:00 PM	ACADEMY TRUCKING LLC	*******0292
08/14/2024 04:30:00 PM	ACADEMY AWARDS OF HOUSTON INC	*******9024
08/14/2024 04:30:00 PM	ACADEMY OF GENERAL DENTISTRY PROF LIABILITY RISK	*******5239
08/14/2024 04:30:00 PM	ACADEMY MEDTECH VENTURES LLC	*******0080
08/14/2024 04:30:00 PM	ACADEMY OF VISUAL AND PERFORMING ARTS	*******9154
08/14/2024 04:30:00 PM	ACADEMY OF VISUAL AND PERFORMING ARTS	*******5055

- Performing a name search may result in finding multiple records with like names. It may be necessary to perform additional research using TINS in order to determine a vendor's hold status.
- The name displayed is the name entered into TINS by the hold source agency.
- If a result is displayed you may verify the last 4 of the vendor's TINS
- Please capture a screenshot of the results for purchases $500 or more and attach to your purchase documentation.
- Attach screenshot to P-Card Transaction in SAP Concur
- Note that the vendor hold check is dated and timestamped, so timing of these is critical.

Other Information:

Please contact pcard@sfasu.edu for questions or 936-468-4353