

From: [FAST project financial application news](#) on behalf of [Glisson, Mike](#)
To: [C FAST-Financial](#)
Subject: Create POs for TIBH Industries and Austin Task
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UNIVERSITY of
HOUSTON
ADMINISTRATION & FINANCE

Finance Listserv:

As a reminder, the University of Houston is required by state law to provide a monthly report to the Comptroller's Office of orders placed through **TIBH Industries**, which employs disabled persons, and any other businesses that are certified by TIBH Industries. **Austin Task**, which provides secure shredding services, is one of those businesses. This is called the State Use Program and the Purchasing Department does the monthly reporting.

In order for Purchasing to accurately report these orders, **UH departments should create a requisition/PO for all orders with TIBH Industries and Austin Task, regardless of the dollar amount.** Departments that use Austin Task can create one PO for FY17 that covers all of the secure shredding bins for the department and the monthly charge for shredding. Create a PO voucher each month to pay the monthly invoice. If you place an order through TIBH Industries, create a requisition/PO for that order as well and pay with a PO voucher.

Departments do not need a separate contract with TIBH Industries or Austin Task to place an order. Orders can be placed with TIBH Industries or Austin Task at any dollar amount without a contract and without going through a procurement process.

See the Purchasing website for State Use Program FAQs: <http://www.uh.edu/administration-finance/purchasing/Information/>

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