

Vendor Warrant Hold Search

For all purchases made with a P-Card involving a written contract or valued over \$500.00, all cardholders must perform a vendor warrant hold search with the Texas Comptroller of Public Accounts. **The vendor warrant hold search should be done no more than seven days before the purchase is made and never after the purchase.**¹ Failure to adhere to this policy may result in a sanction.

If the purchase is over \$500.00 and is a restricted item, an exception request will need to be filled out in addition to the vendor hold search.

Instructions for vendor warrant hold searches in the following pages.

¹ – [Persons Indebted to the State](#)

1. Visit <https://fmcpa.cpa.state.tx.us/tpis/>
2. Under “Individual or Business Name,” enter the name of the vendor, or the 9-digit EIN for the vendor and search. (Note: A vendor’s EIN can be found on their W-9). Using an EIN is preferred, as an EIN is most accurate when dealing with multiple vendors with the same name.

Vendor Hold Search — FIELD STAFF USE ONLY

TINS is the system of record for warrant hold. However, field staff unable to access TINS may use this web tool. **This tool is not a comprehensive search of state debtors.**

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

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**.

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.
- 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.
- City, State, and ZIP are listed as entered into TINS by the hold source agency. Blanks appear if information has not been provided in TINS.

3.a If no results show up, the vendor has no warrant or payment holds and can be purchased from. Take a screen snippet and save your results so it can be attached to the Pcard report in Concur.

Vendor Hold Search

Search term: *VOERTMAN'S*

03/17/2022 16:00:18 PM

No vendor hold record was found for the search criteria.

● [New query](#)

3.b If multiple results are showing, the Pcard holder must verify the headquarters of the vendor to ensure that they have no holds. This can be done most accurately with the vendor’s 9-digit EIN. If there are no vendor holds, the Cardholder may move forward with the purchase. (Note: The “Estimated Relevance” field is the query manager’s accuracy tool that estimates how close a result is to the entry the Pcard holder entered. This is *not* how much money a vendor owes.)

If you are still unsure if your vendor is one of the vendors appearing in the search results, please sent an email to Pcard@untsystem.edu with the 9-digit EIN of the vendor you are trying to do business with. Do not make any payment to the vendor until you have received approval from a Pcard representative to move forward with your purchase.

3.c Estimated Relevance:

The “Estimated Relevance” column of the search results are to be ignored. This does not represent anything related to why a vendor is on hold.

Vendor Hold Search

Search terms: *AFFORDABLE AUTO REPAIR*

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<u>Vendor Name</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Estimated Relevance</u>
AFFORDABLE AUTO BODY SHOP REPAIR INC	LEWISVILLE	TX	75057	3.00
AFFORDABLE AUTO AND A/C REPAIR, INC.	FORT WORTH	TX	76133	2.99
ALWAYS AFFORDABLE AUTOMOTIVE REPAIR LLC	FRISCO	TX	75033	2.38

Rows displayed: 3

● [New query](#)

4. If a vendor is confirmed to have a warrant hold, they are considered unauthorized as a vendor, and the Pcard holder cannot conduct business with the vendor until the warrant hold is removed. The cardholder should contact the vendor and notify them of the warrant hold with the state.

Removing a warrant hold for a vendor is between the vendor and the State of Texas Comptroller of Public Accounts. Purchasers are not authorized to identify what a hold is for. The vendor must contact the Comptroller’s Office to resolve and remove the outstanding warrant hold. Once the hold has been removed, the Pcard holder must perform the vendor warrant hold search again for record keeping purposes. The office for the Texas Comptroller’s office that the vendor should call is: (800) 531-5441, extension 68138

5. In Concur, the vendor hold search must be attached to the purchase receipt.

