

**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. 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.

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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.
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](image)

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 send 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](image)
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.