

# Texas Military Department Requisition Document Checklist

Valid Quote

TMD Point of Contact (if not the requisitioner)

STAR (State of Texas Assistance Request) or OPORD (Required for SAD (State Active Duty) and STM (State Training Missions))

List of individuals that goods are assigned to (Related to Asset Management) (if applicable)

Job Description for training requests (if applicable)

Please indicate the value of your purchase:

Under \$10,000.00

From \$10,000.01 - \$25,000.00

From \$25,000.01 - \$50,000.00

From \$50,000.01 - \$100,000.00

From \$100,000.01 - over

**Notes:**

**Date:**

**Requisitioner:**

**Requisition Number:**



## SFC Smith Helpful Hints....

### What is a Valid Quote?

- A “quote” is a written price offer from a vendor that clearly states what you are buying, the quantity, and the total price.
  - This may be on vendor letterhead, an email, or a system-generated quote, if it shows item description, unit price, and total cost.
- “Valid” means the quote is current (not expired), matches what you are requesting, and covers the full quantity you need.
  - Check that the quote date is recent and any stated expiration date has not passed. *Typically quotes are valid for 30 days from the issue date.*
  - **WorkQuest & Texas Correctional Institute (TCI) are Texas State sources for goods and services that MUST be used if the good or service are available through either of these vendor options. Requester MUST review these first before finding quotes elsewhere.** *If product can be sourced from TCI, it must be. If a different vendor is requested, then a waiver from TCI is required and can take up to 30 days.*
- *Why this is important:*
  - *Confirms the cost estimate used on the requisition is accurate and legal.*

### What is a Vendor Point of Contact

- The “Vendor Point of Contact” (POC) is the main person at the company who will handle your order or answer questions.
  - Typically includes name, title, phone number, and email address.
- You should get this from the quote, vendor’s email, or the vendor’s website and include it with the requisition.
  - If more than one person is listed, identify who should be contacted first.
- *Why this is important:*
  - *Allows Procurement and Accounting to follow up on pricing, schedule, invoicing, and performance issues.*
  - *Reduces delays caused by not knowing who to call when something changes.*

### TMD Point of Contact (if not the requester)

- The “TMD Point of Contact” is the internal staff member who will be responsible for day-to-day coordination with the vendor.
  - This may be the program manager, project lead, or end-user, and can be different from the requester who enters the CAPPS requisition.
- Include name, role, phone, and email.

- *Why this is important:*
  - *Procurement needs to know who to coordinate with on delivery dates, specifications, and any issues.*

**STAR (State of Texas Assistance Request) or OPOrd (if the service or good supports a specific mission)**

- A “STAR” (State of Texas Assistance Request) is a formal request for state support, often used for disaster or emergency missions.
- An “OPOrd” (Operations Order) is a directive that lays out tasks and resources for a military or emergency operation.
- If your purchase supports a STAR or OPOrd, attach the relevant document or at least the portions that show the mission and requirement.
  - Note the STAR or OPOrd number on the requisition for tracking.
- *Why this is important:*
  - *Connects the procurement to mission requirements and supports audit and legislative reporting.*
  - *Helps Procurement understand urgency, operational context, and any special requirements.*

*The STAR/OPOrd process is a requirement for SAD (State Active Duty) and STM (State Training Missions)*

**Asset Management - List of Individuals that Goods Are Assigned To**

- For items that are accountable assets (*see list below*), you may need to identify which individuals will receive or use them.
  - Provide a list with names, roles, and, if known, asset tag or serial numbers after delivery.
- *Why this is important:*
  - *Supports inventory tracking, loss prevention, and compliance with asset management policies.*
  - *Ensure TMD can show where state property is located and who is responsible for it*

Item	TMD Requirement
<ul style="list-style-type: none"> <li>• Drones</li> <li>• Night Vision</li> <li>• Pepper Ball Launchers (Non-Lethal)</li> <li>• Weapon Ammo (Training &amp; Live)</li> <li>• Weapons &amp; Weapon Optics</li> </ul>	Controlled at All Cost
<ul style="list-style-type: none"> <li>• Furniture</li> </ul>	\$5,000.00+
<ul style="list-style-type: none"> <li>• Air Compressors</li> <li>• Appliances</li> <li>• ATVs</li> <li>• Audio Recording Device</li> <li>• Boats &amp; Motors</li> <li>• Containers</li> <li>• Generators</li> <li>• Golf Carts</li> <li>• Lawn Equipment</li> <li>• Power Tools</li> <li>• Routers, Switches &amp; Cradlepoints</li> <li>• Servers &amp; APC Tripp Lite</li> </ul>	\$ 1,000.00 +

<ul style="list-style-type: none"> <li>• Survey Equipment, Garmin</li> <li>• Trailers</li> <li>• Vehicles</li> <li>• Weapon Racks</li> </ul>	
<ul style="list-style-type: none"> <li>• Camcorder</li> <li>• Camera(s) and Lenses</li> <li>• Cell Phone</li> <li>• Desktop</li> <li>• Laptop</li> <li>• Monitor</li> <li>• Printer</li> <li>• Projectors</li> <li>• Radios &amp; Radio Chargers</li> <li>• Scanner</li> <li>• Tablet</li> <li>• Television</li> </ul>	\$500.00-\$9,999.00

For specific questions: please email: [tmdassets@military.texas.gov](mailto:tmdassets@military.texas.gov)

**Training Request Require Attendee’s Job Description (if applicable)**

- If the purchase is for training, provide the name of attendee(s), their job title and short job descriptions.
  - Example: “John Doe – Logistics Technician, responsible for warehouse inventory.”
- This information can be an attachment or in a simple list format (added to the “Comment Text” box).
- *Why this is important:*
  - *Demonstrates that the training is tied to the attendees’ job duties and supports program needs.*
  - *Helps justify the expenditure and supports compliance with training and travel rules.*