



## CONTRACT REPORTING REQUIREMENTS

### WHAT IS A REPORTABLE CONTRACT?

An agreement to acquire goods or services that exceeds the dollar thresholds described to the right. This includes contracts, purchase orders, interagency agreements, grants, and any other kind of purchase of goods or services.

### WHAT NEEDS TO BE REPORTED?

Contract information must be submitted to the LBB Contracts Database by the required deadline. The solicitation, contract, and any other required documents must also be attached. Some exemptions do apply.

### WHERE CAN I LEARN MORE?

Visit <http://contracts.lbb.state.tx.us/> or email [contract.manager@lbb.state.tx.us](mailto:contract.manager@lbb.state.tx.us) for more information on reporting requirements, exemptions, attestation letters, and other frequently asked questions.

