



Texas SmartBuy Membership Program

Documents Required for Proof of Eligibility

Submit all documentation required as proof of eligibility at the time you apply for membership in the program. All documentation must be on file with the Texas SmartBuy Membership Program BEFORE a determination of eligibility can be made.

Assistance Organizations

Non-profit organizations that receive state funds and provide educational, health, or human services or provide assistance to homeless individuals

Documents required:

- ✓ Board approved resolution.
- ✓ Articles of Incorporation and Certificate of Incorporation. A letter from the Secretary of State with the entity's charter number evidencing that the entity filed for incorporation will be accepted in lieu of a Certificate of Incorporation. **The State of Texas SmartBuy Membership Program cannot accept by-laws in lieu of Articles of Incorporation.**
- ✓ Current contract or grant from a state agency to prove state funding. This document must show beginning and end dates for the current state of Texas fiscal year, and these dates must be valid at the time the application is reviewed.

Charter/Academy School

Documents required:

- ✓ Board approved resolution.

Education Service Center

Documents required:

- ✓ Board approved resolution.

Local Governments

County, Independent School District, Municipality, Jr. College District, Volunteer Fire Department and Council of Governments/ Planning Commissions

Documents required:

- ✓ Board approved resolution.

Mental Health/Mental Disability Organization

Documents required:

- ✓ Board approved resolution.

Special Districts or Other Legally Constituted Political Subdivisions of the State

Appraisal District, Emergency Service District, Fire Prevention District, Hospital District, Housing Authority, Judicial District, Library District, Political Subdivision, Port or Transportation Authority, Utility District and Water Improvement District

Documents required:

- ✓ Board approved resolution.
- ✓ Documentation evidencing creation of entity including statutory citation.

This can be in the form of:

- a. Legislation in which the entity was created by name.
- b. A resolution passed by a city or a county stating that there is a need for the entity to exist and actually creating the entity.





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Documents Required for Proof of Eligibility (concluded)

Texas Rising Star Providers

Childcare providers certified as Texas Rising Star Providers by Texas Workforce Commission

Documents required:

- ✓ Board approved resolution.

Workforce Development Board

Documents required:

- ✓ Board approved resolution.
- ✓ Documentation evidencing creation of entity including statutory citation.

This can be in the form of:

- a. Legislation in which the entity was created by name.
- b. A resolution passed by a city or a county stating that there is a need for the entity to exist and actually creating the entity.

