



Texas SmartBuy Membership Program

Texas SmartBuy Membership Application

Please complete this form and return it to members@cpa.texas.gov

Contact Information

*Name of Primary Contact & Title:	*Name of Secondary Contact & Title:
*Primary Contact Email Address:	*Secondary Contact Email Address:
Shared Phone Number:	Shared Email box:

Note: Please list TWO individuals who will receive all correspondence from CPA. Asterisks denote mandatory fields.

Organization/Qualified Entity Information

Organization/Entity Name:	
Address:	
Phone number:	Fax number:

Superusers

Please add contact information for two individuals who will be Superusers.
Who are Superusers? (Must be set up, edited, and deactivated by Texas SmartBuy Help Desk)

- Can have a Purchaser or Non-Purchaser Role
- Can add and deactivate addresses to the entity address book
- Can edit user roles and application access
- Can add new entity users other than Superuser
- Can deactivate entity users
- Cannot change user email address (contact Texas SmartBuy Help Desk)

Note: Please list two individuals (mandatory) who will be Superusers for your organization. May differ from authorized individuals.

*Name of Superuser: (#1)	*Name of Superuser: (#2)
*Email Address:	*Email Address:
*Phone Number:	*Phone Number:





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*Role: Select One for Each User	
Superuser #1	Superuser #2
<input type="radio"/> Agency View Only <ul style="list-style-type: none"> • Can view any POs created by their entity. • This access is good for users like accounts payable or others that need to view POs but aren't in a purchaser role. • These users don't typically have access to other SPD applications. 	<input type="radio"/> Agency View Only <ul style="list-style-type: none"> • Can view any POs created by their entity. • This access is good for users like accounts payable or others that need to view POs but aren't in a purchaser role. • These users don't typically have access to other SPD applications.
<input type="radio"/> Agency Purchaser <ul style="list-style-type: none"> • Can create POs. • Can view and edit any PO for their entity. • Can cancel any PO for their entity. 	<input type="radio"/> Agency Purchaser <ul style="list-style-type: none"> • Can create POs. • Can view and edit any PO for their entity. • Can cancel any PO for their entity.
Payment Details	
<p>The annual membership fee for participation in the Texas SmartBuy Membership Program is: \$100 – Fee is non-refundable.</p> <p>Options:</p> <ul style="list-style-type: none"> • Credit Card on txsmartbuy.com (preferable) • Check made payable to "Texas Comptroller of Public Accounts" <p>Please mail check to: Texas Comptroller of Public Accounts P.O. Box 13186 Austin, TX 78711</p> <p>Please return this form with payment and all required documents with signatures, if paying via check.</p> <p>Note: Please allow up to two weeks for internal processing at our offices.</p> <p>Questions? Please contact our office at 512-463-3368 or members@cpa.texas.gov</p>	

