



March 22, 2016

TO: Texas A&M AgriLife Buy A&M Users

SUBJECT: Vendor Set-up for FAMIS Limited and Exempt Documents

Recently, Texas A&M AgriLife provided the option to BAM users to consider processing documents directly in FAMIS via a Limited or Exempt document, if certain criteria were met. These criteria are as follows:

- Document would have been processed as a Request for Payment Authorization (RPA) in Buy A&M
- Payment does not impact an SRS account
- Payment does not impact any other system member aside from College of Ag (02), Research (06), or Extension (07).
- Any joint purchases between the College, Research and Extension are coordinated with each system member.
- Purchasing guidelines are met.

With this option now available, a request for vendor set up needs to be routed differently. When requesting a vendor to be set up for Extension or Research, if it is to be used on a Limited or Exempt document, please notate FAMIS on the vendor set up documentation and drop it in Laserfiche in the unit Vendor Request folder under Work in Process – Disbursements. Sarah Mayes will be checking this folder and setting up vendors in FAMIS for the Limited and Exempt purchases. She will then forward on to BAM Vendor Set-up for set-up in Buy A&M. If you are requesting a new vendor for the College (Part 02), you will need to send the documentation with the notation to set up in FAMIS to [Vendorhelp@tamu.edu](mailto:Vendorhelp@tamu.edu).

**Following this process is very important as the vendor will not be available in FAMIS until the vendor is paid in Buy A&M.**

If you have any questions related to this process please call Sarah Mayes at 979-458-0749.