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: Anthony Solomon - Chief of Police	*Name of Secondary Contact & Title: Kristen Goode - Executive Assistant
*Primary Contact Email Address: asolomon@montgomerytexas.gov	*Secondary Contact Email Address: kgoode@montgomerytexas.gov
Shared Phone Number: 973-597-6866	Shared Email box: police@montgomerytexas.gov

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

Organization/Qualified Entity Information

Organization/Entity Name: City of Montgomery	
Address: 101 Old Plantersville Rd. Montgomery, TX 77316	
Phone number: 936-597-6434	Fax number: 936-597-7989

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) Joe Belmares	*Name of Superuser: (#2) Kristen Goode
*Email Address: jbelmares@montgomerytexas.gov	*Email Address: kgoode@montgomerytexas.gov
*Phone Number: 936-597-3604	*Phone Number: 936-597-4291

Glenn Hegar
Texas Comptroller of Public Accounts

Texas SmartBuy Membership Application (concluded)

*Role: Select One for Each User	
Superuser #1	**Superuser #2**
◯ Agency View Only	◯ Agency View Only
• Can view any POs created by their entity.	• 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.	• 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.	• These users don't typically have access to other SPD applications.
✔ Agency Purchaser	✔ Agency Purchaser
• Can create POs.	• Can create POs.
• Can view and edit any PO for their entity.	• Can view and edit any PO for their entity.
• Can cancel any PO for their entity.	• Can cancel any PO for their entity.
Payment Details	

The annual membership fee for participation in the Texas SmartBuy Membership Program is:
$100 – Fee is non-refundable.

Options:
- Credit Card on txsmartbuy.com (preferable)
- Check made payable to "Texas Comptroller of Public Accounts"

Please mail check to:
Texas Comptroller of Public Accounts
P.O. Box 13186
Austin, TX 78711

Please return this form with payment and all required documents with signatures, if paying via check.

Note: Please allow up to two weeks for internal processing at our offices.

Questions? Please contact our office at 512-463-3368 or members@cpa.texas.gov