HUB Vendors

A Historically Underutilized Business, or HUB, is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity’s affairs.

As a state agency, we are required to purchase a certain percent from HUB vendors in specific categories:

- 11.2% for heavy construction other than building contracts
- 21.1% for all building construction, including general contractors and operative builders contracts
- 32.9% for all special trade construction contracts
- 23.7% for professional services contracts
- 26.0% for all other services contracts
- 21.1% for commodities contracts

TTU can lose appropriations if we do not comply with HUB laws so please assist us in keeping our numbers up by searching for HUB vendors and if you need assistance, please contact TechBuy Support, listed below.

Online Pcard Review/ Test Due Date Extended to June 30, 2015

Procurement Card cardholders (only those that had a card prior to January 1, 2015) are required to annually complete a pcard certification test. For those that have not already completed the online test, the deadline to take it is no later than June 30, 2015. Cardholders that do not take the test by the deadline will have their cards suspended until the test is completed.

Cardholders are pre-registered and a power point with the pcard guidelines overview is available for review prior to taking the test. Access to the online review/test is at http://webapps.tosm.ttu.edu/itts/sumtotalsystems and will be under the “To Do” section at the bottom of the Sum Total page.

Fiscal Year 2016

The end of FY15 is upon us and with that comes deadlines and new orders for FY16. Do you know the last day to submit an order for FY15 funds? Did you know there are different dates depending on how much you are needing to spend? Further details here: http://www.depts.ttu.edu/procurement/news/Yearend%20Deadlines%20-%202015.pdf

Quick Tip

Cognos report FI137 should be run weekly this summer. Departments must review open encumbrances. Encumbrance closes must be emailed to Techbuy.purchasing@ttu.edu

Quick Tip

Please contact purchasing.pcard@ttu.edu or call 742-3844 with any questions you may have.

Resources:

- http://www.depts.ttu.edu/procurement/
- http://www.depts.ttu.edu/procurement/forms/

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