Date: April 8, 2013
To: PCard Reconcilers
From: Kay Wall, Manager PCard and Travel Services
Subject: PCard Updates

Good Afternoon PCard Reconcilers,

Please share the following information with your cardholders.

We have added The Reproduction Company to the list of pre-approved service vendors that you may use your pcard with without obtaining an exception. A listing of the Restricted Items, Mandatory Contracts and Policy Violations is located at http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp

We have a responsibility to make a good faith effort to use Historically Underutilized Businesses (HUB) whenever possible. An easy way to obtain HUB credit is to make your purchases to Staples and Home Depot through TechBuy instead of using the procurement card. Both of these vendors have a HUB partnership established for items bought using purchase orders. If the procurement card is used in the stores, you do not obtain the HUB credit for your department. A Home Depot punch-out will be added soon in TechBuy.

Staples (HUB Partnership – Summus) no longer charges a fee for orders under $50.00 and is no longer using UPS as their freight provider.

You may set up a standing or blanket order for Home Depot (HUB Partnership – Lone Star Office Supplies). There are two ways to use your blanket or standing order:

a. **Will Call** — Call the 50th Street location (806-791-4102) and ask for the Contractor’s Desk. Place your order, and give them your purchase order number. *Ask them to create a “big ticket.”* (Be very specific about your PO#!) Your order should be ready for pick up in two hours. **NOTE:** Be sure you go to the Contractor’s Desk, **not the Service Desk**!

b. **In-Store Shopping** — You may pick up items at the 50th Street location. When you are ready to check out, go to the Contractor’s Desk and give them your purchase order number. *Ask them to create a “big ticket.”* (Be very specific about your PO#!) **NOTE:** Be sure you go to the Contractor’s Desk, **not the Service Desk**!

Please email purchasing.pcard@ttu.edu with any questions you may have.