Date: May 3, 2012

To: PCard Reconcilers

From: Kay Wall, Manager PCard and Travel Services

Subject: Mandatory Contracts

Good Afternoon PCard Reconcilers,

Please forward this information and reminders about the mandatory TTU Contracts to your cardholders.

**Services Allowed on PCards**

We have added **Deckelman’s Locksmiths** purchases to the list of vendors that you may use your pcard with. The complete list of Service Vendors Allowed on PCard is available at [http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp](http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp) >> PCard Restricted Items and Policy Violations >> Services.

**Mandatory Office Supply Contract**

The Texas Tech University System is entering into an exclusive office supply agreement with Summus Industries/Staples. This contract will be mandatory for Texas Tech, Texas Tech System, Angelo State University, and Texas Tech Health Sciences Center employees. *This contract will be effective on May 4, 2012 and will apply to both purchase order and PCard transactions* (PCards may be used in-store at Staples).

Attached are the products that will be mandatory and not mandatory on this contract as well as instructions for the Exception Process.

**Purchase of Non-Coca-Cola Products is Prohibited**

The University is unable to purchase non-Coke products. Guidelines for this contract are available at [http://www.depts.ttu.edu/afism/AFISMformrepository/ProcurementDept/PurchasingAndContracting/howToGuides/Purchasing%20Coca-Cola%20Products.pdf](http://www.depts.ttu.edu/afism/AFISMformrepository/ProcurementDept/PurchasingAndContracting/howToGuides/Purchasing%20Coca-Cola%20Products.pdf)

Coca-Cola has several water products, including DASANI®, glaceau® vitaminwater, glaceau® smartwater, Evian®. Other Coca-Cola products include Coca-Cola® classic (or Coke®), diet Coke®, Coke Zero™, Sprite®, Nestea®, Minute Maid® juices, Minute Maid® Refreshment, Campbell’s® V8, Campbell’s® Splash, Campbell’s®, V- Fusion, Full Throttle®, Monster®, NOS®, Gold Peak® tea, FUZE®, Dr Pepper and PowerAde®.

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

Thank you.
The exclusive products that will be mandatory under the Summus/Staples contract include:
Appointment books
Binders
Binding systems and supplies
Boards, bulletin boards
Calculators and supplies (non-scientific)
Calendars, desk
Calendars, wall
Card filing and cards
Chalk/Crayons
Clips, clamps, and clipboards
Columnar pads/books
Copyholders
Correction fluid/tape/supplies
Desk accessories and pads
Dictation tapes and diskettes
Dry-erase boards
Easels and markers
Envelopes: All purpose, business, inter-department, x-ray, specialty, mailers
Erasers
Fasteners
Fax supplies
File carts
Files
Floor mats
Folders
Glues and adhesives (except industrial strength)
Highlighters
Hole punchers
Index cards
Inserts, index tab
Label holders
Labels
Label makers
Letter openers
Magnifiers
Markers
Notebooks and organizer

The following commodities and services will not be mandatory but will be optional under the awarded contract:
Adding machines
Arts and craft materials
Bathroom tissue
Batteries
Break room supplies (plates, napkins, cutlery, etc.)
Calculators (scientific)
 Cameras
Cartridges/Toner/Ink
Coffee/cream/sugar/tea

Notepads
Paper: copier, color, card, and cover stock, photo, computer, wide format (does not include specialized paper that may be needed for scientific equipment, etc.)
Paper punchers and trimmers
Pencils and sharpeners
Pens
Pins, push, and straight
Planners
Post-It products
Report covers
Ribbons: typewriter, printer
Rolodex
Rubber
bands
Rulers
Scissors
Sheet protectors
Shredders
Stamps/stamp pads/ink
Staplers, staples, removers
Storage boxes (not including moving boxes)
Tape and dispensers
Telephone message pads Thumback
Typewriters
Desktop printers/scanners
Dictionaries and reference books
Facial tissue
First aid supplies
Furniture and interior furnishings
Janitorial supplies
Restroom supplies
Safes: fire resistant and impact
Safety equipment, supplies and locks
Shelving
Surge protectors
Time clocks, time cards and accessories
**Exception process:**

Employees of Texas Tech University or TTU System may request an exception for valid exceptions such as the need for a specialized product.

Send an e-mail to techbuy.purchasing@ttu.edu. Provide a description of the goods/services and the amount to be saved. Provide as much information as possible (i.e. catalog number, brand, or model) and price per unit.

The Purchasing and Contracting department will maintain and utilize this information to lower the overall cost and provide the best value of materials and goods for the entire university through the contract process.

University purchases of office supplies must be made on the exclusive contract for the commodities and services that are mandates by contract.

If a “significant” savings can be achieved (i.e. a savings greater than $2,000.00 or 20% of the Office Supply Contract price) please contact the techbuy.purchasing@ttu.edu for authorization to proceed.

Vendors, as a marketing tool, will advertise cost savings on certain commodities. This is known as a “Loss leader or Door buster.” We encourage you to send this information to the Purchasing and Contracting department for evaluation. The purpose of the “Loss Leader” is to offer one product at a very low price and with the hope that the customer will purchase additional items at a higher cost (example extremely cheap printer that requires a more expensive toner cartridge).