

## Procurement Services Forum Minutes

- Presentation by Enterprise Cars
  - Enterprise reservation tool:
  - [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=TXTECHU](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=TXTECHU)
- Presentation by IKON Copiers

Jeanine will be reaching out to all departments with expiring copiers. You can contact IKON by emailing Sara Boen at [sara.boen@ricoh-usa.com](mailto:sara.boen@ricoh-usa.com)
- Going forward, we will not allow change orders on Airgas. This causes problems with invoicing. The solution will be to place an order in the punch-out or if a standing order, just submit a new standing order with the quantity, cost per item and the part number. For the cylinder charges on standing orders, these should be placed on a separate line item. The part numbers are as follows:
  - RNTTTUCYLUSELIQ – Cylinder fee for 80 cf or less - \$23.00 each
  - RNTTTUCYLUSELRG – Cylinder fee for 80 cf or higher - \$7.00 each
  - RNTTTUCYLUSESML – Cylinder fee for liquid - \$3.00 each

You can estimate the number of rental fees (quantity) and the cost per cylinder (unit price) as above. Make sure you include the part number above. Please contact Tonya Bolt if you have any questions or problems. We will be glad to assist.

- Coffee Contract – after conducting a RFP the Purchasing office did a cost analysis. It was found that Staples had the best pricing on coffee and related supplies. You can shop for the coffee products in the punchout. Departments will also get HUB credit for the coffee purchases.
- FY 12 requisitions can start on May 1, 2011. There is a training guide located at <http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/News/Yearend%20Deadlines%20-%202011.pdf>.  
FY 12 training classes are as follows:

May 6, 2011 – 9 am – 10 am – Doak Training Center  
May 17, 2011 - 2 pm – 3 pm – Doak Training Center  
June 3, 2011 – 9 am – 10 am - Doak Training Center  
June 14, 2011 – 2 pm - 3 pm – Doak Training Center

Email [cathy.limon@ttu.edu](mailto:cathy.limon@ttu.edu) to enroll in one of these classes.

- Updated Contract Routing Sheet in Adobe format:  
<http://www.depts.ttu.edu/procurement/purchasingContracting/purchasingForms/index.asp>
- Updated food form in Adobe format:  
[http://www.depts.ttu.edu/procurement/purchasingcontracting/documents/72%2005%20Attachment%20A\(rev\).pdf](http://www.depts.ttu.edu/procurement/purchasingcontracting/documents/72%2005%20Attachment%20A(rev).pdf)
- Updated missing receipt form in Adobe format:  
<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Missing%20receipt%20form2.pdf>
- Reminder to use the new Vendor Setup form:  
<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Vendors/new%20vendor%20setup.pdf>
- Invoice policy – Payment Services has been scanning and attaching the invoices they receive. They will now start copying the PO Owner as well.
- *If you can help us...* When using a mixture of State and Institutional funds, please enter the State FOP first (or in the header).
- Procure to Pay class
  - May 19 from 8 am – noon at Doak Training Center
  - June 23 from 8-noon at Doak Training Center
  - Email [Jennifer.adling@ttu.edu](mailto:Jennifer.adling@ttu.edu) if you would like to register.  
This class will be *required in the new credit card program for all reconcilers*.  
Reconcilers will have until October 1<sup>st</sup> to get the training completed.
- The new pcard program will go live on June 4, 2011. There will be announcements coming out in the following week relating to guidelines for the new PCard program with Citibank.
  - Classes will start on May 31<sup>st</sup>.
  - Mandatory classes for the following:
    - Combo Reconciler/Cardholder (if employee has a dual role)
  - There will be revised PCard Guidelines distributed mid May.
  - There will be a pcard policy acknowledgement form that must be signed by each cardholder and reconciler before picking up the new cards.
- Next Forum is May 20, 2011. This Forum will have many updates on the new PCard program.