

## Procurement Services Forum Minutes July 2011

*If you have trouble with any links on this document, then please copy and paste the link in your browser.*

- Procure to Pay class
  - August 3<sup>rd</sup> from 8-noon at Doak Training Center (*class is full*)
  - September 22<sup>nd</sup> from 8-noon at Doak Training Center (last class before deadline)
  - Email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@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.
- Reminder of upcoming fiscal yearend deadlines. Please double check the deadlines at <http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/News/Yearend%20Deadlines%20-%202011.pdf>
- Reminder to use the NEW ICQ form. <http://www.depts.ttu.edu/opmanual/OP62.37A.pdf>
- State of Texas has increased the mileage rate to 55.5 cents effective July 1, 2011.
- FY 12 PO's will start loading on August 15<sup>th</sup> (if budgets are all in order).
- PCard – 90 day lockout – the online system will lockout end users after 90 days if they do not enter the system. This will not affect your pcard at all. If you are locked out, you may email [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu).
- New bundles for Dell – Dell will be releasing some new packaged bundles soon.
- Friday Afternoon work sessions – these will be one-on-one sessions that you can attend to get help with Purchasing, Payment Services, or PCard (reconciliations!). Email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) to register for these sessions. There is limited space for these sessions.
  - July 22, 2011 1:30-3
  - July 29, 2011 1:30-3:30
- As a reminder, all fabricated equipment purchases, whether procured through TechBuy or on a purchasing card, should be coded to account 7J0060. Additionally, the following new procedures should be followed to ensure all “components” associated with the asset are properly accounted for.
  - If purchases are made on Federal funds, you should indicate on the *Federal Equipment Form* in TechBuy whether the purchase is part of a fabricated project. If the purchase is related to a previous one, the original PO number must be provided.
  - If purchases are made on any other funds, you should indicate in internal notes on the requisition in TechBuy whether the purchase is part of a fabricated project. If the purchase is related to a previous one, the original PO number must be provided.
  - Additional information fields will be required for fabricated equipment purchases on procurement cards. Beginning with the new procurement card system this month, if charges are allocated to account 7J0060, you must provide the original PO number and fund number.

- New alcohol policy for the President's office. We are updating op 72.05. The food form will have new fields required for alcohol at any university events. Please send the food form through the normal channels for approval.
  - Is the server/bartender TABC certified?
  - Will there be anyone under 21 in attendance?
  - Will these be Texas Tech students in attendance?
- TechBuy will be updated effective August 1, 2011 – attached is a training guide for this new release. If you have any questions about the release, please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu)

<http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/PurchasingAndContracting/News/TechBuy%2011%202%20upgrades.pdf>
- We have also created training guides for two of the new features in case there is someone in your area just interested in these.
  - Training guide to show end-users how to set up approval functionality from your email or smart phone device.
 

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Setting%20up%20email%20approvals.pdf>
  - A training guide to show end-users how to set up common FOAP strings in their TechBuy profile. This will allow for expediting data entry in TechBuy.
 

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Setting%20a%20FOAP%20up%20in%20your%20profile.pdf>
- Next Forum is August 12, 2011 at a **NEW TIME of 3:30.**

## Termination of the JP Morgan card program

The JP Morgan card program for Texas Tech University System will be terminated effective August 31, 2011. This includes both travel and procurement cards (pcards) with JP Morgan. The JP Morgan procurement cards will be automatically closed on August 1, 2011 and the JP Morgan Travel Cards will be closed on August 15, 2011.

This card program is being replaced by the Citibank card program.

Any travel reservations that have been made past the August 31st date, should still be valid. However, the Procurement Services department recommends that the traveler call the vendors and change the reservation over to the Citibank card to avoid any problems while traveling. If it is a travel expenditure in which full payment has already been made (ex. airline tickets) then there should not be a problem.

If for some reason, you cancel travel reservations and are to be issued a credit on the JP Morgan card, please contact the Travel Office for assistance.

Likewise, if you purchased something on the pcard and are to be issued a credit on the JP Morgan card; please contact the PCard Office for assistance.

If you need information on obtaining a Citibank travel or pcard, please contact the Travel or PCard Office as appropriate:

[travelservices@ttu.edu](mailto:travelservices@ttu.edu)

[purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu)

The application forms can be downloaded at:

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Pcard/Master%20Application%20Form.pdf>