

Procurement Services Forum Minutes

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- Procure to Pay class
 - July 6 from 1:30-5 at Doak Training Center
 - August 3rd from 8-noon at Training Center
 - September 22nd from 8-noon at Doak Training Center (last class before deadline)
 - Email 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 1st to get the training completed.
- **New!!** account code for copiers. Please use 7G0011. If you have already submitted the requisition with the old code, we will change it. We will no longer use a 7H0 code for the copy charges (Just use 7G0011).
- **New!!** FI133 – New Cognos report to query travel (by fund, org, account code, or combination).
- **New!!** Routing Category on TechBuy forms “Food and Entertainment.” Please use this on all transactions relating to food and entertainment expenses (not for food for resale or research).
- 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>
- The new travel program will go live on July 5, 2011.
 - Travel Cards will be available for pick-up on **Tuesday, July 5, 2011** in room 347 Drane Hall. **YOU MUST BRING THE EXISTING JP MORGAN TRAVEL CARD** in order to obtain the CitiBank Travel Card . The department can send a designee to pick up several cards at once as long as the original card is surrendered, AND the department emails at least one hour in advance to allow time to have the cards pulled. To pickup cards, e-mail: techbuy.purchasing@ttu.edu. PLEASE, give us at least one hour notice so that we can pull all of your requested cards. We will need the name of each cardholder in the email. You may begin emailing your list on June 30th for pick-up on July 5th. You will be notified of a pick-up time once your cards have been pulled.
 - We will close the JP Morgan cards on August 15th. Exceptions will be granted for any faculty not back on duty.
- The Travel Office website has been revised (with more improvements coming). Please visit the site at: <http://www.depts.ttu.edu/procurement/TravelService/index.asp>
- There will be a new Departmental Card program that will be available later in the summer. Departments will be allowed to get up to TWO departmental cards. The departmental cards will be under the authority of the Reconciler. The limits on the Departmental Cards are \$1,000 per transaction and \$10,000 monthly.
 - Card users of the Departmental Cards will have to have previously attended Cardholder Training or will need to attend a Cardholder Training class.
 - Departments will have to maintain and submit with the reconciliation the Departmental Card Checkout Form.

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Pcard/Departmental%20Card%20Check%20Out.xlsx>

- Here is the application to apply for a Departmental Cards
<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Pcard/Master%20Application%20Form.pdf>
- Southwest Airlines has a new policy change regarding unused funds. All tickets that are non-refundable on Southwest are only reusable for the original passenger and cannot be name changed.
- New job aids are available for Reconcilers and Cardholders on the PCard website:
 - <http://www.depts.ttu.edu/procurement/pcard/workaids.asp>
- Energy surcharge on Aqua One – we should not be paying this. It has appeared on some invoices. Please let Procurement Services know if you see this. Email techbuy.purchasing@ttu.edu
- 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 to register for these sessions. There is limited space for these sessions.
 - July 8, 2011 1:30-3:30 (this one is pcard only)
 - July 15, 2011 1:30-3:30
 - July 22, 2011 1:30-3
 - July 29, 2011 1:30-3:30
- Next Forum is July 15, 2011 at a **NEW TIME of 3:30**. This Forum will have many updates on the new travel card program. The August Forum is August 12, 2011 at 3:30. I have confirmed these dates!
- Procurement Services is checking on any issues we may have with travel reservations made after September 1 on the existing JP Morgan card (since the cards will be inactive after that date). We will follow up with an update.
- Airgas is changing the cylinder fees effective September 1st:
 - Per cylinder charge for 79cuft
or less - RNTTTUCYLUSESM \$ 3.50
 - Per cylinder charge for 80cuft
or more - RNTTTUCYLUSELG \$ 8.00
 - Per cylinder charge for liquid
cylinders and pack cradles -
RNTTTUCYLUSELIQ \$26.00
- Attached sheet on what funds *DON'T* allow food expenditures.

Funds that Don't Allow Food	
11	State-Appropriated
12	State-Appropriated
13	State-Appropriated
15A	Designated Scholarship
16C	Academic Course Fee
16D	Acad Special Instr Fee
18B	Designated Indirect Cost Recovery
19	Designated Plant
21	<i>federal; must have a direct benefit to the project</i>
22	<i>state; must have a direct benefit to the project</i>
23	<i>depends; ck to see if there's a 7N4 budget pool set up</i>
24	<i>depends; based on agency or donor restrictions</i>
25	Restricted Scholarships
28	<i>depends; based on agency or donor restrictions</i>
29	<i>depends; ck to see if there's a 7N4 budget pool set up</i>
35A	Auxiliary Enterprise Scholarship
39	<i>depends; ck to see if there's a 7N4 budget pool set up</i>
84	<i>depends; based on agency or donor restrictions</i>
85	<i>depends; ck to see if there's a 7N4 budget pool set up</i>

Those that say “ck to see if there’s a 7N4” are budgeted at the FOAP level, and those that say they are based on agency or donor restrictions mean we may want to look at the fund set up forms.