

Procurement Services Forum Minutes

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- 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:
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 to enroll in one of these classes.
- Procure to Pay class
 - June 23 from 8-noon at Doak Training Center
 - July 13 from 1:30-5 at Doak Training Center
 - 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.
- We have a new manager for PCard and Travel Services. Kay Wall will be transitioning from her position in AFISM to the Procurement Services department by the end of May.
- The new pcard program will go live on June 6, 2011.
 - Classes are now available. You may register on the AFISM website (under “training”): <http://www.depts.ttu.edu/afism/>
 - The training class is MANDATORY for reconcilers. There is an optional class for cardholders. Cardholders will be provided the new guidelines.
 - You may now download the form to retrieve pcards (for existing pcard holders). <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PCard/P-CARD%20Retrieval%20Form.pdf>
 - Cards will be available for pick-up on **Monday, June 6, 2011** in room 349 Drane Hall. The form will need to be signed by both the Cardholder and the Financial Org Manager before pcards will be released. YOU MUST ALSO BRING THE EXISTING JP MORGAN CARD. The department can send a designee to pick up several cards at once as long as the valid form is presented, 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.
 - Brief overview of new PCard Guidelines (*new guidelines will go into effect September 1 with the exception of the card limits which are effective immediately*):
 - New limits of \$1,000 per transaction and \$5,000 monthly cap.
 - Cardholders can begin to use the new Citibank cards on June 6th.
 - It is recommended that cardholders cease to use the JP Morgan cards on June 2nd so that reconcilers will not have to reconcile two statements; however, if needed, the JP Morgan cards can be used until August 1st. Email purchasing.pcard@ttu.edu if you have additional needs for the JP Morgan card.
 - Purchases against the PCard posted on or before August 19, 2011 (posted by either J P Morgan Chase or Citibank and listed on your 8/19/2011 cardholder statement or expense report) will be charged against FY11 funds. Any transaction not listed on this statement (period ending 8/19/2011) will be processed against FY12 funds. Reconciliations and

supporting documentation for the August 19, 2011 statement are due to the Procurement Card Office by August 29, 2011.

- Starting next spring, there will be a mandatory, online cardholder training class.
- The PCard Office website has been revised (with more improvements coming). Please visit the site at: <http://www.depts.ttu.edu/procurement/pcard/index.asp>
- PCARD FAQ's are posted on the website: <http://www.depts.ttu.edu/procurement/pcard/faqs.asp>
- The new cardholder form is posted on the PCard website: <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Pcard/Master%20Application%20Form.pdf>
- Travel cards and the new program will be released in July 2011.
- 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.
- It was asked in the forum why the \$1000 limit was chosen. There was a committee developed to evaluate the policies of TTU and several other Universities. In light of budget cuts, it was believed to be in the best interest to control spend. When departments utilize a pcard (for example just walk into Home Depot), they are paying retail prices and not getting the discounts that are available. By utilizing PO's, we can assist with getting contract pricing. Please remember that Blanket and Standing orders are options for vendors also (if you keep buying the same thing from a vendor throughout the year). Email techbuy.purchasing@ttu.edu if you have questions on contract pricing or setting up blanket/standing orders.
- Exemption of State Occupancy Tax (form on our website – copy link to browser if you have trouble opening): <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/TravelandPay/exemption.pdf>
- Updated How-To Guide available for copiers: <http://www.depts.ttu.edu/afism/AFISMformrepository/ProcurementDept/PurchasingAndContracting/howToGuides/Copiers.pdf> Please contact Jeanine Palmer if you have any questions about copiers.
- Next Forum is June 17, 2011 at **a NEW TIME of 3:30.** This Forum will have many updates on the new travel card program.