

Procurement Services Announcements
November 2011

1. Presentation from Benchmark on new Xerox contract.

2. Procure to Pay class

- December 8th from 8:30-12:00 at Doak Training Center
- Please register for the class on the AFISM website under the training tab>class schedule and registration>class registration>procurement.

This class will be *required in the new credit card program for all reconcilers*. Reconcilers will have until January 1st to get the training completed.

3. For all PCard reconcilers, the required training classes must be completed by January 1, 2011.

We have begun to notify those who are non-compliant (you are required to take the Procure-to-pay and the Reconciler training class). Registration is available through AFISM for both classes:

<http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx>

4. Running PCard Expense Statements

PCard Reporting Cycle Dates are the 4th through the 3rd of each month. We have received notification from CitiBank that you should wait a couple of days after the cycle end date to run Expense Reports in order to capture all posted transactions through the 3rd. **Please wait until the 6th** of each month before running your PCard Expense Statements.

5. PCard Allocation Due Dates

We are extending the due date from the 13th of the month to the 15th of each month since we have the delay in running expense statements. All PCard allocations will now be due by the **15th of each month** (online and expense reports and receipts in the Pcard office).

6. PCard Violation Policy

The Violation Policy for Pcards will be enforced effective January 2012 (February 3rd Statement). A list of Policy Violations and actions of Failure to Comply with these guidelines is available at <http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/Pcard/PROCUREMENT%20CARD%20PROHIBITED%20TRANSACTIONS.pdf>

7. Individuals checking out a departmental PCard will no longer be required to attend the cardholder training class although it is recommended. Departmental Card Reconcilers will need to obtain a signed copy of the Departmental Card Agreement Form from any individual that uses the departmental card and attach it to the reconciliation. The Departmental Card Agreement Form is available at <http://www.depts.ttu.edu/procurement/pcard/pcardforms.asp>

8. Receiving Rules

Effective December 1, TechBuy will start prompting end users to enter receiving on purchase orders greater than \$5,000. Please remember that the receiving rules are \$5,000 and above for most FOAPs except grant (21, 22, & 23) or state (11, 12, & 13). On those FOAPs receiving is required on every order.

9. <http://www.depts.ttu.edu/opmanual/OP72.13.pdf> - new OP for employee reimbursements. They will be limited but also must now be filed within 60 days or will be taxable. After 60 days must be submitted on the EOPS form through HR.

The university will reject reimbursements for any individual submitting more than three reimbursements a year unless an exception form was submitted and granted by the VPAF/CFO, the TTU System CFO, or his/her delegate.

10. Best Buy punchout will be available on Monday, November 21, 2011

11. Holiday Deadlines

Please see the attached documents about the holiday deadlines for December (there will not be a forum in December).

12. Future dates for the Procurement Services Forum are (all in 214 at the Ag Sciences Building at 3 pm):

- a. Wednesday, January 25, 2012
- b. Wednesday, February 29, 2012
- c. Wednesday, March 28, 2012