

Procurement Services Announcements

April 2012

1. TechBuy vendor fair will be held on Wednesday, April 25, 2012 in the Student Union. The event will take place from 9:00-12:30. We anticipate at least 20 vendors this year. There will be refreshments and door prizes at the event (make sure to bring your business cards). Please encourage everyone from your area to attend.
2. We are beginning to prepare for the fiscal year end. Please start running FI137 on a regular basis to examine all of your outstanding encumbrances. Email techbuy.purchasing@ttu.edu for any Purchase Orders that you need closed. It is also a good idea to review this report to see what has been paid and what has not yet been paid.
3. FY 13 will open up for transactions on May 1, 2012. A reminder, that all FY 13 transaction should be entered with an accounting date of 9/1/2012. A FY 13 training guide will be posted prior to May 1, 2012.
4. FY 12 Year – End Deadlines

<http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/News/Yearend%20Deadlines%20-%202012.pdf>
5. FY 12 Fiscal Year-End Training Class (go to the AFISM website to register for these classes).

Wednesday, May 23, 2012 9:00-10:00 am

Tuesday, June 5, 2012 1:30-2:30 pm

Tuesday, June 13, 2012 1:30-2:30 pm

6. Future dates for the Procurement Services Forum are (all in 214 at the Ag Sciences Building at 3 pm):
 - 5/30/12 3:30 pm - 4:30 pm AGRI 00214
 - 6/27/12 3:30 pm - 4:30 pm AGRI 00214
 - 7/25/12 3:30 pm - 4:30 pm AGRI 00214
 - 8/15/12 3:30 pm - 4:30 pm AGRI 00214