

**Procurement Services Announcements**  
**August 2012**

1. Presentation from Summus Industries
2. Fiscal Year 2012 Year-End Deadlines

<http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/News/Yearend%20Deadlines%20-%202012.pdf>

Departments are encouraged to check all open encumbrances on Cognos report FI137. To close purchase order encumbrances, email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).

3. The new Voyager fleet cards have arrived and are available for pick up. Please contact Hunter Williams at [h.williams@ttu.edu](mailto:h.williams@ttu.edu) to schedule a time to pick up the Voyager fleet cards for your department. This is just a reminder that all Comdata fleet cards will terminate September 1<sup>st</sup>, 2012, so please be sure to have your new Voyager cards by Friday August 31<sup>st</sup>.
4. This is a reminder that PCard Expense Reports with supporting documentation for the period of 8/4/2012 through 8/17/2012 will be due by August 27th in the Procurement Department (MS 1094/Room 347 Drane Hall). Online reconciliations in GCMS are also due by the 27th. This is the final statement for FY12 and all posted transactions will be applied to FY12 funds. Any transaction not listed on the expense report ending 8/17/2012 will be processed against FY13 funds.  
Please email [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu) with any questions you may have.
5. Please pass the following information on to your travelers. We are in the process of adding this information to the notification emails sent out through the Travel System as well.  
***In accordance with IRS regulations, effective September 1, 2012, any travel voucher not approved by the Travel Office that is over 60 days old will be taxable to the traveler. The Travel System will calculate based on the trip end date and will automatically record the taxable expense to Payroll.***
6. For any Thermo Electron order, you should contact Fisher Scientific to process the order. You may obtain a quote from Rashila from Fisher by emailing her:  
  
[rashila.patel@thermofisher.com](mailto:rashila.patel@thermofisher.com)
7. OP 62.37 Establishing Employee/Independent Contractor Status has been updated and will be updated online soon. The requirement for when an ICQ should be completed has been updated to exclude payments to athletic game officials, UIL judges and assistants, and game security workers as long as these individuals have not been employed by TTU in the current calendar year. The approved version of the OP is attached, please see paragraph 4.e. regarding this exception.

Effective immediately, the Tax Office does not need to review any ICQs that have been collected for the three categories mentioned above.

8. The vehicle insurance premiums for renewal are as follows:

Full coverage: \$387

Liability only & mobile equipment: \$222

Email [Kendra.jackson@ttu.edu](mailto:Kendra.jackson@ttu.edu) for assistance with your premiums or if you have any questions.

9. New training guide available for TechBuy contract vendors and the shipping for each contract:  
<http://www.depts.ttu.edu/procurement/purchasingContracting/purchasingInfo/documents/Shipping%20spreadsheet.xlsx>

10. Staffing changes

Please remember to always email the general support emails:

[Purchasing.pcard@ttu.edu](mailto:Purchasing.pcard@ttu.edu)  
[Accounts.payable@ttu.edu](mailto:Accounts.payable@ttu.edu)  
[Techbuy.purchasing@ttu.edu](mailto:Techbuy.purchasing@ttu.edu)  
[travelservices@ttu.edu](mailto:travelservices@ttu.edu)

We have had a few turnovers lately so emailing someone directly may result in communication failure (especially using comments in TechBuy).

Marty Adcock left Payment Services in July 2012. Anita Maslovar has been promoted to Marty's previous position.

Lora Turpin left Purchasing and Contracting on July 31. We are currently searching for a replacement for this position. In consideration of the end of the fiscal year, we will likely leave this position vacant until September.

We hired Lesley Nall Washington August 6<sup>th</sup>. She will be our staff Attorney and will be picking up job duties relating to all contracts and legal matters for Procurement Services.

We hired Chris Treichel August 13<sup>th</sup>. She will be filling the remaining vacant position in Payment Services.

11. New science contracts implemented:

Radox Laboratories  
Life Technologies  
Photon Technology International  
ARQ Genetics  
Agilent Technologies  
Bio-Rad

We will be adding the contract information into the contract manager in TechBuy. Until that information is posted there, you can email [Jennifer.adling@ttu.edu](mailto:Jennifer.adling@ttu.edu) for contract information. For the vendors that we have existing relationships with, the new contract pricing is much more beneficial to the University. In addition, on all four of these, there are no additional bid requirements. You may spend unlimited amounts with the vendors during the fiscal year.

12. Future dates for the Procurement Services Forum are (NEW LOCATION):

- September 19<sup>th</sup> – 3:30-4:30 – Red Raider Lounge Student Union
- October 24<sup>th</sup> – 3:30-4:30 – Red Raider Lounge Student Union
- November 28<sup>th</sup> – 3:30-4:30 Red Raider Lounge Student Union
- No December meeting