

Procurement Services Announcements

July 2012

1. 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.

2. TechBuy New Release (12.2) for July 2012

Demo provided on the new release. The training document is available at:

http://www.depts.ttu.edu/Procurement/news/TechBuy_Upgrade12.2.pdf

3. 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.

4. 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>

5. Summus/Staples contract training classes. This class, presented by Summus will allow you to understand the contract and the vendor's punch-out. Refreshments will be provided.

<http://www.depts.ttu.edu/Procurement/news/Summus%20Advantage%20Training.pdf>

August 15, 2012

11:00 am – 12:00 pm Or
1:30 pm – 2:30 pm

To register go to the following link:

<http://www.surveymonkey.com/s/66YMM3V>

6. Governor's Small Business Forum

August 7, 2012 in the Overton Hotel.

See flyer for more info:

<http://www.depts.ttu.edu/Procurement/news/Flyer.pdf>

7. We are going to be conducting Friday afternoon workshops this summer. The workshops are intended to allow users to gain one on one time with Purchasing and Contracting staff. This would be beneficial for people who are new to the system, those who use the system infrequently or anyone needing assistance with the fiscal year close or the start of the new fiscal year. The workshops are by reservation only. You may register on the AFISM website:
<http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx>

The workshops will be conducted:
August 3, 2012 from 1-3 pm
August 10, 2012 from 1-3 pm

8. National Travel Systems Contact Information

Lori Garcia of National Travel Systems has advised us that her last day with NTS will be on July 19th. Please do not email her or call her directly after that date. NTS phone number is– 800-542-0452 or you may email ttutavel@nationaltravelsystems.com

9. Travel Advances

We no longer require the use of the State of Texas travel card in order to process advances for prepaid expenses, personal credit cards may also be used.

FY13 Travel Applications cannot be entered in the Travel System until the FY13 budgets are loaded. Once the FY13 budgets are available, advances for prepaid expenses can be processed.

10. Travel Website

We are in the process of updating the Travel website with links, job aids, forms, FAQ's, etc.
<http://www.depts.ttu.edu/procurement/travelservice/index.asp>. The FY12 Procurement Deadlines are also located on this site under News and Announcements.

11. Staffing changes

Please remember to always email the general support emails:

Purchasing.pcard@ttu.edu
Accounts.payable@ttu.edu
Techbuy.purchasing@ttu.edu
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 will be leaving 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.

12. New science contracts implemented:

Randox Laboratories
Life Technologies
Photon Technology International
ARQ Genetics

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 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.

13. Future dates for the Procurement Services Forum are:

- 8/15/12 3:30 pm - 4:30 pm AGRI 00214