Procurement Services Announcements
October 2012

1. 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.

2. We now have a Twitter page if you would like to follow us. @TxTechProcure

3. Updated list of purchasing cooperatives and coop contracts on the purchasing and contracting website:
   http://www.depts.ttu.edu/procurement/purchasingContracting/purchasingInfo/consortiumAgreements.asp

4. The Tech Buy System will be unavailable from Friday, November 2, 2012 at 9 pm until Sunday, November 4, 2012 in order for all upgrades and functionality to be integrated into the TechBuy system. The system will be live again on the evening of November 4, 2012.

   Because of the nature of the changes coming up with release 12.3, we will be having three training classes:
   October 31, 2012 4:00-5:00 pm – online training
   November 1, 2012 9:00 -10:00 am – Doak training center (only class training)
   November 2, 2012 1:30-2:30 pm – online training

   All training classes are limited in size and are only available by registering. To register for any of the classes, please email techbuy.purchasing@ttu.edu.

   There will be significant changes to the approval process in this new release. It is recommended that anyone who currently approves transactions in TechBuy attend a class or reviews the training document that will be posted on Wednesday, October 24, 2012.

5. National-Enterprise Rent-A-Car provided campus training this week regarding their Emerald Club Program. Instructions for the program are on the Travel Services website http://www.depts.ttu.edu/procurement/TravelService/index.asp The link to National-Enterprise Rent-A-Car is also on this site; however, since it had to be eRaider authenticated, it will take you to the Travel System. From the Travel System, click on Help >> Links >> Enterprise Rent-A-Car (TTU).

6. PCard News

   The PCard Office has been sending out warning notifications of pcard policy violations. Beginning with the 11/03/2012 Expense Reports, violations will be counted against the cardholder. Notifications of policy violations will also include either the Chair, and either the Vice Chancellor, Assistant Vice Chancellor, Vice President, Assistant/Associate Vice President, Dean, Assistant/Associate Dean, Provost, or Vice Provost. The Cardholder will be required to make changes to become compliant, and a follow-up review will be completed by the PCard Office within 60 days.

The PCard Restricted Items and the breakdown of Policy Violations is available at
http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp

The most common violations our office is seeing:

- Services (printing, engraving, etc.) from vendors not on the pre-approved list **NOTE: Staples has been added as a pre-approved service vendor**
- Purchasing mandatory office supplies from vendors other than Staples/Summus Industries
- Purchasing non-coca cola products
- Splitting transactions – either having a vendor run a card through more than once or multiple cardholders paying for a purchase

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

- November 28th – 3:30-4:30 Red Raider Lounge Student Union
- No December meeting