

Procurement Services Announcements
November 2013

1. Joel Brown– Home Depot -guest vendor
2. Effective immediately, blanket orders will be allowed on SPAR funds. Information will be sent out regarding some additional requirements for blanket orders in the near future.
3. Travelers that receive payroll by direct deposit are not automatically set up to receive travel or other accounts payable reimbursements by direct deposit. Please inform your travelers that they may check how their direct deposit information is set up in the **TTU Employee tab in Raiderlink** under ***Update My Direct Deposit***. Direct deposit information will need to be established under Accounts Payable in order to receive travel or payables reimbursements.
4. Car Rental contracts have been established with the UT Alliance contract and state contract rates are no longer being accepted. The current contract rates and contract numbers are available in the Online Travel System under Help >> Links. Please make sure that all your travelers are aware of the new contract.
5. The Travel Exception and the Fly America Act forms have been updated. You may access the new forms at <http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp>
6. International travel on federal funds (Banner funds that begin with 21XXXX) must comply with the Fly America Act. Guidelines for Complying with Fly America Act have been posted at <http://www.depts.ttu.edu/procurement/travelservice/fly.asp>
7. CitiBank has updated GCMS with enhanced security measures. Any cardholder or reconciler that has not accessed the system in 18 months will have their user ID terminated (**not their card, just user ID**). New and inactivated cardholders will need to contact purchasing.pcard@ttu.edu in order for us to establish a user ID. The user ID established along with an initial password will be emailed separately and may go to junk email.
8. Reminder, Orders less than \$50 – the University is encouraging departments to consolidate orders so that we can avoid orders that are less than \$50. It costs the Purchasing department about \$25 to complete each PO. In addition, it costs Payment Services \$9 to complete each invoice. Many of our contracted vendors will waive shipping for larger orders. By increasing our minimum orders, the University will realize significant cost savings and efficiencies.
9. Reminder that 14 funds are state funds and will be subject to state purchasing rules.
10. Life Technologies Holiday Closures- If you anticipate needing Life Technologies products delivered to you between Wednesday, November 27 and Friday, November 29, please make sure you place your orders early. Orders must be received no later than 3:00 p.m. Eastern Standard Time on Tuesday, November 26, in order to get delivery by Wednesday, November 27.
11. Another new INSIDE Sales Rep for Dell. Her name is Kelly Hayden, 512-513-9364 and her email is Kelly_hayden@dell.com John Forshay is still our account manager.
12. Last training for the Techbuy New Release-Phoenix View will be on Friday 11/22/2013. Please sign up through the AFISM site. All users will be switched over on 12/2/2013.

13. The next procure to pay class will be December 12, 2013 at 2:30. Please sign up through the AFISM site.
14. There will not be a forum in December. Notifications will be sent out when the next forum is scheduled.