

## Procurement Services Announcements

### July 2013

1. Don't forget to do a weekly review of FI137 to view any open encumbrances until the end of the fiscal year. If there is an encumbrance that needs to be closed, please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu). Procurement cannot close salary encumbrance or encumbrances for service centers.
2. TechBuy work session time (individual appointments for one on one assistance – limit 6 per hour)
  - a. August 2, 2013 – 1-3 pm 15 minute appointments are available  
*More sessions will be scheduled if there is a demand.*
  - b. A Procure-to-Pay class has been added for 8/8/13. Please go to the AFISM website to register.
3. We have created a new proprietary justification form in Techbuy. Please do not copy from a cart that has the old proprietary justification form. Starting July 1, 2013, all proprietary purchases must be entered on the new form (this includes blankets and federal equipment). The reason for the new form was compliance with State audit findings.
4. August 31 is on a Saturday this year so please plan accordingly. All transactions will be due by 5 pm on the 30<sup>th</sup>.
  - a. Transactions not requiring bids/RFPs using FY 13 funds must be submitted no later than 5:00 pm on August 23, 2013.
  - b. Punchout and hosted catalog orders must be placed in time to be received by August 31 (Saturday delivery) therefore the deadline on these will be August 29, 2013. **THIS WILL BE A STRICT DEADLINE ON STATE FOAPS AND 200 PROGRAM FOAPS.** Purchasing will start changing the accounting date after August 29<sup>th</sup>.
  - c. Purchases against the PCard posted on or before **August 16, 2013** (posted by Citibank and listed on your 8/16/2013 cardholder statement or expense report) will be charged against **FY13 funds**. Any transaction **not** listed on this statement (period ending 8/16/2013) will be processed against **FY14 funds**. Reconciliations and supporting documentation for the August 16, 2013 statement (FY 13) are due to the Procurement Card Office by August 26, 2013.
  - d. Invoices may be processed against **FY13 funds** until 5:00 p.m. on **Tuesday, September 10, 2013**. Please submit any invoice needing to be paid in **FY13** by **Thursday, September 5, 2013**. Also, if receiving is required on your invoice, you must have receiving entered into Techbuy by **Thursday, September 5, 2013** for an invoice to be paid in **FY13**. Any invoice paid after that date, will be paid on FY14funds (no exceptions). If an encumbrance was created for the payment in FY 13, that encumbrance and the associated budget will roll forward to FY14.
  - a. The remaining deadlines are on the deadline information sheet:  
<http://www.depts.ttu.edu/procurement/news/Yearend%20Deadlines%20-%202013.pdf>
5. Inventory Certifications – Surplus Inventory

If you have items that need to be sent to surplus, you can now process those electronically through the online Property Inventory System (<https://www.fiscal.ttuhs.edu/propinv/>). Identify the item on your department's inventory report and select "Transfer." Under Department, select "Surplus." Surplus Management will send a team out to pick up the items. Once items are picked up they will be removed from your department's inventory.

Step-by-step instructions are available on our website at <http://www.depts.ttu.edu/fst/inventory/> on the right hand side of the page under “Surplus Property.”

If you have items on your departmental inventory that were previously sent to Surplus but are still showing on your inventory report, please send an email to [property.management@ttu.edu](mailto:property.management@ttu.edu) for assistance in removing the items from your departmental inventory.

6. Phoenix is coming! There is a new TechBuy interface that will be rolled out this fall. We will convert all users by November 1. Training is not mandatory but **HIGHLY recommended** as the new interface looks very different from our current format. We have found the new interface is somewhat difficult to navigate unless you are aware of the changes. The following training sessions are available:
  - a. October 28 1:30-2:30 Doak Hall
  - b. October 29 10:00-11:00 online training
  - c. October 30 1:30-2:30 Doak Hall
  - d. October 31 10:00-11:00 online training

Register for all training classes on the AFISM website. Class sizes are limited.

7. We have four new HUB partnerships:

Summus/Praxair (punch-out coming soon)

Technology Assets/GovConnection

Native Nations/MSD

LTH/Sexauer

8. Cell Signaling went live with e-Invoicing on 7/8/13.
9. Abacus is moving from hosted catalog to a punch-out soon.
10. The GovConnection punch-out will be live with their HUB partner within the next few days.
11. MSD punch-out with their new HUB will be back up soon.
12. Also, a reminder that the TIBH (Texas Industries for Blind and Handicapped) hosted catalog went live on 5/13/13.
13. The PCard Guidelines require all cardholders to annually complete a pcard certification test. All current cardholders will be required to take this online test no later than June 1, 2014. An email notification will be sent thirty days prior to the due date. A power point with the pcard guidelines overview is available for review prior to taking the test. New cardholders will attend an initial training class conducted by the PCard Office and will then have a year from the training date to complete the online class.

The link to the Online PCard Training/Test will be sent to all reconcilers with additional information.

14. Course Fees (16C funds) may not be used for travel expenditures with the exception of travel for guest speakers. For a breakdown of allowable and non-allowable purchases for all fund types, please see the [Listing of Allowable and Non-Allowable Expenditures Based Upon Funding Type](http://www.depts.ttu.edu/procurement/purchasingContracting/Training%20and%20Work%20Aids/index.asp) <http://www.depts.ttu.edu/procurement/purchasingContracting/Training%20and%20Work%20Aids/index.asp>
15. The owner of Bell Travel Services, Deborah O'Connor is on vacation until August 5<sup>th</sup> (will reopen on the 5<sup>th</sup>).

16. Revised Banner Procurement Account Code Guidelines have been posted at <http://www.depts.ttu.edu/procurement/pcard/workaids.asp> and <http://www.depts.ttu.edu/procurement/purchasingContracting/Training%20and%20Work%20Aids/index.asp>

We've added four new account codes, effective immediately:

- 7J0029—Prepaid Furniture/Equipment
- 7J0039—Prepaid Computer Equipment
- 7J0059—Prepaid Computer Software
- 7J0099—Prepaid Telecomm Equipment

Don't forget that all Apple iPads are controlled at any dollar amount. Please use 7C0200 Computer Equipment Controlled.

7N0013 Registration Fees Employees should not be used for SPAR funds. For those funds, use 7B0901, 7B1901 or 7B2901 as appropriate.

7N2001 Awards/Prizes Nontaxable is being inactivated effective September 1. 7N2000 will be used for awards and prizes of any dollar value. (Remember to use 7N3050 for engraving plaques, etc.)

17. New contract rate codes for Avis/Budget

We announced new contract pricing for Avis and Budget on the UT Alliance. In order to receive this discounted rates you will need to enter the following rate codes when making reservations:

Avis Discount - #S828019  
Budget Discount - #R524119

Additional car rental agreement codes will be announced

18. Next meeting

- September 24 @ 3 pm in Red Raider Lounge
- October 24 @ 3 pm in the Red Raider Lounge
- November 19 @ 3 pm in the Red Raider Lounge