

## Procurement Services Announcements

### March 2013

1. Presentation by Lupe Ricaldi from Financial Services & Tax on account coding. We apologize for any confusion during the presentation. Please refer to the handouts for correct coding. There is also a link to the account code training guides on our website (please note there are two guidelines one for services and one for equipment. These are :  
<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Frequently%20Used%20Codes%20for%20Equipment.pdf>  
and  
<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Frequently%20Used%20Codes%20for%20Services.pdf>
2. Review of new features of TechBuy release 13.1. Please see training guide link on our website. We have postponed the majority of the upgrades at this time as they are cosmetic and will require training for end-users and updates to all of our training guides.  
[http://www.depts.ttu.edu/Procurement/purchasingContracting/documents/13.1\\_training.pdf](http://www.depts.ttu.edu/Procurement/purchasingContracting/documents/13.1_training.pdf)
3. New hosted catalog for Empire paper! Empire Paper has partnered with HUB company Lone Star Supplies. There is now a hosted catalog in TechBuy with e-invoicing capabilities. All purchases will receive 100% HUB credit.
4. The Overton has let us know that the Guest Lodging rate for graduation weekend will be \$299/night. That includes a small University discount.
5. \*\*\*\* We have changed the accounts payable email list to reflect the department's actual name. This will also send to a distribution group rather than one person now allowing for improved customer service. The new email is [payment.services@ttu.edu](mailto:payment.services@ttu.edu). The [accounts.payable@ttu.edu](mailto:accounts.payable@ttu.edu) address will only be active until March 31<sup>st</sup> and then will be inactivated.
6. Don't forget to do a monthly review of FI137 to view any open encumbrances. 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.
7. VENDOR FAIR – our annual vendor fair will be held on Tuesday, March 26, 2013. We will have great door prizes and will have more vendors this year. There will be breakfast served. **DO NOT FORGET TO BRING YOUR BUSINESS CARDS IN ORDER TO PARTICPATE IN THE DOOR PRIZE DRAWINGS.** Door prizes will include iPods, Dell Tablet and an Amazon Kindle to name a few!
8. The TechBuy new release will be live on Sunday, March 24, 2013. TechBuy will be unavailable from 9 pm central on Friday, March 22<sup>nd</sup> until 3 pm central on Sunday, March 24<sup>th</sup>.
9. Voyager Fleet Card Roadside Service: The U.S. Bank Fleet card offers a Fleet Rescue Service on virtually any size vehicle, including large trucks, through the National Automobile Club. Just call **1-800-934-6521**, 24/7 from anywhere in the U.S. and Canada. Services include towing, tire changes, fuel delivery, battery jumps, lockout service and mechanical first aid. We recommend drivers have the following information ready: The card PIN number, the vehicles location, a description of the vehicle along with the license plate number, and a phone number where the drive can be reached.
10. National Travel Systems is no longer requiring departments to set up profiles before purchasing airline tickets for guest speakers. NTS's agency fee is only \$25 for domestic flights, and their booking agents are

available 24/7. The phone number for TTU is 1-800-542-0452. (If you use one of their local agents, they will not receive the faxed PO, which causes delays and increased prices.)

11. TechBuy will open up for FY 14 orders in May 1, 2013. The year end deadlines are posted on our website: <http://www.depts.ttu.edu/procurement/news/Yearend%20Deadlines%20-%202013.pdf>
12. Reproduction Company will be added to the list of service vendors allowed on the Pcard.
13. Next meeting
  - Wednesday, May 1, 2013 – 3:30-4:30 pm in the Red Raider Lounge