**Procurement Services Announcements**
**September 2013**

1. Katherine Shwartz – VWR-guest vendor

2. 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.

3. Reminder-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.ttuhsc.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 for assistance in removing the items from your departmental inventory.

4. Procure to Pay Classes are scheduled for September 19th and October 17th. You may register for the Procure to pay classes on the AFISM website.

5. 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 22nd 1:30-2:30 155 Doak Hall (full)~~
   b. October 23rd 3:30-4:30 155 Doak Hall
   c. ~~October 28 1:30-2:30 155 Doak Hall (full)~~
   d. October 29 10:00-11:00 online training
   e. ~~October 30 1:30-2:30 155 Doak Hall (full)~~
   f. October 31 10:00-11:00 online training

   Register for all training classes on the AFISM website (class is called TechBuy New Release).  Class sizes are limited.

6. We another new HUB partnership:  Competitive Choice/ Ferguson Plumbing (E and I Contract)

7. Abacus new punch-out live 8/26/2013.  This replaced the hosted catalog that we had.  There will be a much larger product selection and much of the functionality that punchouts bring.

8. B and H Foto and Electronics Corp. will be CLOSED for the holidays from Thursday, September 19 - Friday, September 27  B&H will reopen on Monday, September 30

9. Collin Dennis will be replacing Jonathan as your Inside Account Manager at Dell. He's been with Dell for 12+ years, 8 of those years supporting higher education customers across the state of Florida and the Mid-West. I've included his contact information below:
Collin Dennis
512-513-9311
Collin_Dennis@Dell.com

10. The following campus blanket orders have been set up for FY14:

   a. PB005308-Clear Freight-custom charges

   b. PB005307-United States Postmaster-postage

   c. PB005309- DHL Express-foreign delivery charges

   d. PB005310-FedEx-US and foreign delivery charges

11. Account Code Training for Expenditures classes are now being offered. Register on the AFISM website under class category Procurement. Classes are available on October 16th and 30th and more will be added as needed. http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx

12. 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.)

13. In an effort to maintain a high level of service and reduce overall costs, we have established a new car rental contract for the University. In addition to the previously announced Avis/Budget contract, additional contracts have been established on the UT Alliance with Enterprise/National and Hertz effective 9/1/2013. Information and rates are available for all of the rental car contracts through the Online Travel System https://www.fiscal.ttuhsc.edu/travel2/ under Help >> Links >> TTU Rental Car Rates.

14. Several new hotels have been added to the Guest Lodging list:
    - Embassy Suites
    - Homewood Suites
    - Lubbock Courtyard by Marriott
    - Lubbock Fairfield Inn
    - Lubbock Hampton Inn

    Most of these have limited capacity so please call early for reservations. The new How To Guide can be downloaded at http://www.depts.ttu.edu/procurement/purchasingContracting/howToGuides/index.asp

    Remember, if you are not able to get the state rate (which is now $85 per night plus 7% city tax), you must complete the Travel Exception Form at http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp or use unrestricted funds.

15. We have a new contract with Praxair/Westair. http://www.depts.ttu.edu/procurement/purchasingContracting/documents/PDI%20SUMMUS%20Texas%20Tech%20-%20Ray%20Homan%20v2.pdf . They have a HUB partner with Summus industries. We will be working on bringing up a punchout in the near future.

16. WE have now added a Discount Letter indicator in TechBuy. Any vendor with a vendor letter on file will have a $ symbol next to their name.
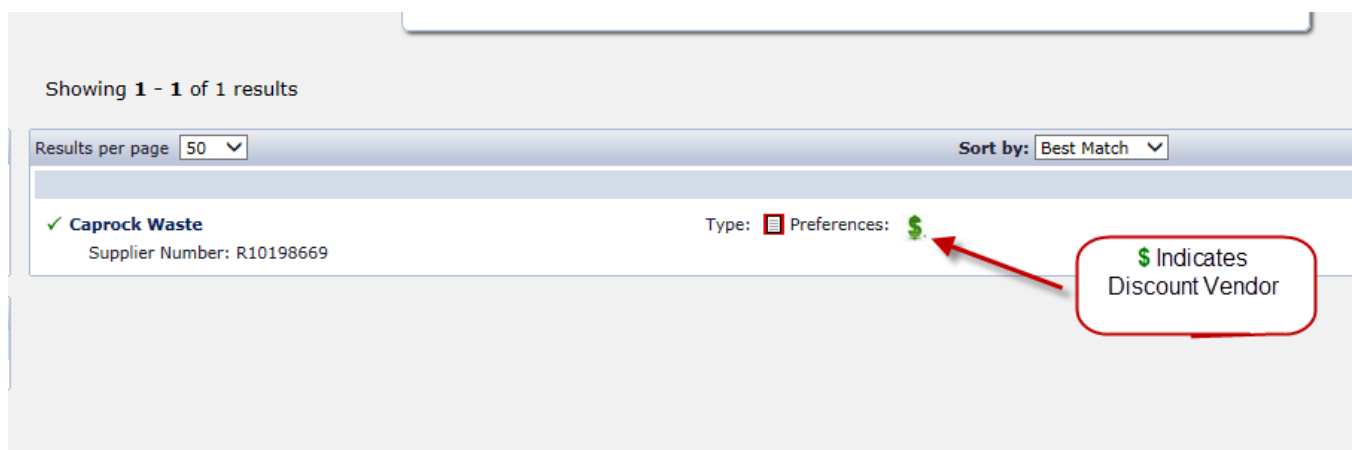
17. Funds that don't allow food purchases (unless research):

| Funds that Don't Allow Food | |
|---|---|
| 11 | State-Appropriated |
| 12 | State-Appropriated |
| 13 | State-Appropriated |
| 15A | Designated Scholarship |
| 16C | Academic Course Fee |
| 16D | Acad Special Instr Fee |
| 18B | Designated Indirect Cost Recovery |
| 19 | Designated Plant |
| 21 | *federal; must have a direct benefit to the project* |
| 22 | *state; must have a direct benefit to the project* |
| 23 | *depends; ck to see if there's a 7N4 budget pool set up* |
| 24 | *depends; based on agency or donor restrictions* |
| 25 | Restricted Scholarships |
| 28 | *depends; based on agency or donor restrictions* |
| 29 | *depends; ck to see if there's a 7N4 budget pool set up* |
| 35A | Auxiliary Enterprise Scholarship |
| 39 | *depends; ck to see if there's a 7N4 budget pool set up* |
| 84 | *depends; based on agency or donor restrictions* |
| 85 | *depends; ck to see if there's a 7N4 budget pool set up* |

18. Next meeting
     - October 24 @ 3 pm in the Red Raider Lounge
     - November 19 @ 3 pm in the Red Raider Lounge