

## Procurement Services Announcements

Wednesday, February 25, 2015

1. Bell Travel has been experiencing problems with their email address [belltravel@nts-online.net](mailto:belltravel@nts-online.net). If you have are unable to send an email to that address, you may use their alternate email [btinvoice@gmail.com](mailto:btinvoice@gmail.com).
2. Pcard cardholders have been registered to take an online review and quiz of the pcard guidelines. This is available in the Sum Total system under the "To Do" section at the bottom of the Sum Total page. All current cardholders were pre-registered and have until May 31, 2015 to take the quiz. New cardholders are being registered after they attend training and will have a year to take the quiz. This will be an annual requirement.
3. CitiBank travel and pcards are being migrated to Chip and Pin cards for added security. We will begin distributing the replacement cards next month to cardholders that have had activity in the past 18 months and if the current card expires after October 2015. If your card expires prior to October 2015, you will be notified of a replacement card 30 days prior.
4. Employee/Student registration fees on ORA funds (fund groups 21, 22, 23) should be coded as follows instead of using 7N0013:
  - 7B0901 In State Registration Fee
  - 7B1901 Out of State Registration Fee
  - 7B2901 Foreign Registration Fee
5. The use of 14A funds must be research related. This needs to be clearly defined on pcard reconciliations, travel vouchers and requisitions. Please define the business purpose as it relates to the research project.
6. Course Fee funds, 16C& 16D expenditures must be student related and have direct benefit to the student as these are fees collected from the students. <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Allowable%20Non-Allowable%20Expenses%20by%20Fund%20Type%20103114.pdf>
7. SciQuest 15.1 Release will be live March, 29<sup>th</sup> 2015. Techbuy will be unavailable Friday March 27<sup>th</sup> at 9:00pm through Sunday March 29<sup>th</sup> at 12pm.
8. CDWG is in the process of changing HUB partners. The punch-out has been taken down for a short period of time and will be brought back up as quickly as possible.
9. Mavich will be Grainger's new HUB Partner. The punch-out will reflect this change soon.
10. Blankets should only be used for multiple purchases throughout the fiscal year. Purchasing will no longer allow blankets on expenditures where we have a single payment to a vendor or a contractual obligation to a vendor for a payment for goods or services. Ex. if you have a quote for a furniture purchase, a blanket order would not be allowed. Also as a reminder state funds (11, 12, 13 & 14) of any kind are not allowed on blankets.
11. You no longer need to put an accounting date in the billing options since we are in FY 15.
12. No after the fact orders on ORA funds beginning with 21, 22, and 23. This includes one-time reimbursements in TechBuy. This does not apply to travel transactions done in the travel system.

13. If you need to rent a van or a truck from Enterprise that is not listed on the regular TechBuy direct bill link, you now need to call the Enterprise State Team at 512-912-5500. They have specialists that will help you get an accurate quote. Trucks and vans do not include unlimited mileage like the cars do, so you need to include the estimated mileage and off-road insurance on the quotes and on the requisitions.
14. Procurement Services new staff members:
- Brandon Harper, Unit Manager (handles executive cards, fleet card program and spend analytics)
  - Pat Simmons, Section Manager for Reporting and Compliance
  - Josh Deleon, Section Coordinator for the Contracting Team
  - Elizabeth Young, Section Coordinator for Techbuy Support
  - Kellee Smith, Senior Purchaser for the Purchasing Team.
15. All contract renewals and cancellations must be processed through the Procurement Office. Departments should not be sending out renewal letters or cancellations. These must be documented in the repository and verified with the contract for compliance.
16. Scam Alert – there is a scam going on where the department will receive a phone call requesting the model number of the copier. The copier vendors will not ask you for that information. You may always verify if a call or email is valid by emailing [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).
17. The next **Procure to Pay Class** is scheduled for March 5, 2015 from 2:45 to 5:00 at Doak Training Room 156.
18. America To Go – the punchout has caused many billing issues. We will cease to use the punchout for America To Go on March 15<sup>th</sup>. In addition, any event occurring after April 1<sup>st</sup> should not be entered in the America To Go punchout. Top Tier will be direct billing all transactions going forward.
19. TTU – SMALL BUSINESS FORUM – April 22, 2015 from 9am-2pm at the McKenzie Market Alumni Center. The event is free and many of the vendors will have great door prizes. <http://www.depts.ttu.edu/procurement/businesssummit/2015/index.php> For questions, please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).
20. Procurement Services Forum – the next PS forum will be held on May 18<sup>th</sup>