

Procurement Services Announcements

Monday, May 18, 2015

1. Presentation with Grainger and their new HUB Partner Mavich
2. Training on Contract Routing Sheets – Josh De Leon, TTU Contracting Office.
3. New VWR Preferred Contract.

VWR and Texas Tech University are proud to announce a new Preferred Agreement that brings TTU researchers enhanced pricing on many VWR items. Coming soon will be a new Custom Catalog on Tech Buy where you can easily access the new pricing. Many commonly used research items for Higher Ed campuses will be discounted as well as a custom campus hot list with brand new discounts for items that TTU researchers buy frequently.

Free freight will continue to be a part of this agreement and you will continue to experience excellent customer support on campus from the local rep, Kate McKee (Belus), and our student intern program.

Please look for a communication shortly on campus regarding the VWR Vendor Show Event!

4. When TTU employees are dining at the Overton restaurant you will be required to sign a “prefilled” form for tax exemption. This form will be handed to you by the waiter/waitress along with your itemized receipt. Remember that all meals must meet the IRS guidelines for justified business purpose. The Pcard office has small exemption certification cards that pcard holders may use to verify the tax exempt status. Please email pcard.purchasing@ttu.edu.
5. The brand new Courtyard Lubbock Downtown has been added to the guest lodging program.
6. Updated list of Exempt Purchases
<http://www.depts.ttu.edu/procurement/purchasing/purchasingInfo/documents/Exempt%20Purchases%20073114.pdf>
7. Online Pcard Review/Test Due Date Extended to June 30, 2015

Procurement Card cardholders (only those that had a card prior to January 1, 2015) are required to annually complete a pcard certification test. For those that have not already completed the online test, the deadline to take it is no later than **June 30, 2015**. Cardholders that do not take the test by the deadline will have their cards suspended until the test is completed.

Cardholders are pre-registered and a power point with the pcard guidelines overview is available for review prior to taking the test. Access to the online review/test is at <http://webapps.tosm.ttu.edu/itts/sumtotalsystems> and will be under the “To Do” section at the bottom of the Sum Total page.

New cardholders or cardholders that obtained cards after January 1, 2015 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.

8. FY16 Travel Applications that require advances for prepaid expenses or transportation requests may be entered in the Travel System with the following restrictions/conditions:
 - No State FOP's may be used (funds that begin with 11, 12, 13 or 14)
 - No Multi Year FOP's may be used
 - FOP elements must be valid

The applications will be held in the Travel System until FY16 budgets are loaded and all pending encumbrances will then be processed.

9. Please note the following changes regarding the Travel Exception Form.
 - **GPS Rentals** will be allowed without an exception form

- **Vehicle Rentals** allowed without an exception form:
 - Sub Compact, Compact, Intermediate, Standard and Full Size
 - Vans and SUVs may be rented if for use by 3 or more people (state on voucher or in comment section)

NOTE: Premium, Luxury and Convertible Vehicles will require Exception Form

- **Checked Baggage** (2 Bags each way) is allowed without an exception form for:
 - Foreign Travel
 - Trip longer than 5 days in duration
 - Checking a bag for Conference Material (state on voucher or in comment voucher)

NOTE: Exception Form Required if for other than the above

10. The next **Procure to Pay Class** is scheduled for June 30, 2015 from 2:45 to 5:00 at Doak Training Room 156.
The next **FY 16 Purchase Order and 15 Close** is scheduled for June 12, 2015 from 3:30 to 4:30 at Doak Training Room 156.

The next **Account Code Training for Expenditures** class is scheduled for May 21, 2015.

Registration for these classes is available in the Sum Total System <http://webapps.tosm.ttu.edu/itts/sumtotalsystems>

11. Review of year-end Deadlines <http://www.depts.ttu.edu/Procurement/news/Yearend%20Deadlines%20-%202015.pdf>

Key Dates:

Bids/RFP paperwork for FY 15 is due by June 1, 2015

Last day for FY 15 purchases is Wednesday, August 26th

Copier renewals are due Monday, July 13, 2015

FY 15 Pcard cutoff is August 14 (That is the date the bank must clear the transaction. We recommend providing three additional days for the bank to clear).

Invoices and receipts for payments on FY 15 is September 4, 2015

Voyager Fleet Card transactions July 24, 2015 (again this is the date it must clear the bank)

Travel vouchers – September 1, 2015

Contracts for start by September 1 must be submitted by August 3rd.

12. It is recommended that departments run FI137 weekly through the remainder of the fiscal year. Any encumbrances that need closing should be emailed to techbuy.purchasing@ttu.edu. If there is still an obligation to the vendor, we cannot close the encumbrance.

13. Procurement Services Forum – below are the dates for the PS Forum for Fall 2015 and Spring 2016

September 30th (tentative date change)

October 28th

November 18th

December 16th

January 13th

February 24th

March 23rd (tentative date change)

May 4th

Listing of Purchases exempt from the Procurement Process

- Acquisition of copyrighted materials
- Advertisements or placement services
- Artist (creating original pieces of art – not for promotional or printing)
- Artwork (original) & art collections
- Catering, food, and meals (*does not include food for resale*)
 - Conference expenses including conference meeting rooms (*does not include promotional items for distribution or printing*)
 - Direct Publications (*subscriptions, newspapers, videos, software purchased from manufacturer, not items purchased for resale*)
- Entertainers and entertainment services (music, dance, drama)
- Exhibit space
- Freight and installation
- Internal services from Texas Tech units (*TTU, TTUHSC, Angelo State, etc.*)
- Lecturers/guest speakers (*not continuous services*)
- Legislative information services
- Membership fees and dues
- Moving expenses for employees (*does not include departmental moving expenses*)
- Museum artifacts & collections
- Postal services
- Rare Books
- Registration fees and related expenses
- Training services
 - Travel expenses for faculty, staff, and students (*does not include chartered air; all travel OPs must be followed*).
 - Purchases from federal, state and local governmental agencies and quasi-governmental agencies, including public institutions of higher education
- Utilities