

Procurement Services Announcements

Wednesday, September 30th, 2015

1. Presentation with Fisher and HUB Partner Possible Missions
2. Annual review of ICQs, payments to foreign vendors, and a brief reminder about account codes. – Kara Newcomb, TTU Tax Compliance & Reporting Office.
3. B&H will be CLOSED from Monday, September 28 through Tuesday, October 6 reopening on Wednesday, October 7th for Holiday.
4. Airgas will have a price increase for cylinder and bulk gases. Effective October 1st, 2015, all applicable gas pricing, fees, and regional ceiling prices will increase 2.9%. This is less than the maximum allowable annual increase of 4% as defined in our contract.
5. Since we are in the new fiscal year, you are no longer required to put an accounting date in the billing options.
6. Large Shipments with Dell. Trucking companies won't deliver inside if there is not a loading dock. The parcel companies UPS/FEDEX, etc. will do so because they are equipped to do so for individual packages. When pallets are delivered, they must go via a short-haul trucking company and delivered to a loading dock. Its best when an end-user is making a large purchase to make sure they share with us any key information such as is a lift-gate needed, advanced delivery notification, pallet removal, obstructed pathway/doorway, etc. These are all services provided by the trucking company. Often Dell doesn't control the end point trucking company. Our selected carrier will deliver the pallet(s) to the city and a local company does the final end-point delivery.
7. Handling of research Participants social security numbers and forms through the direct pay system. Now that direct pays are processed through the Techbuy system, we need to be careful about social security numbers. If the form includes a social security number then these will need to be removed from the form before it is attached. Each department should retain the form with the SS in their office.
8. Effective 9/1/2015, blanket orders will not be allowed for any promotional item, printing or advertising. If you do a PO for a promotional item, printing or advertising it must have artwork attached. This protects the University brand and it protects you in case a vendor does not print our marks correctly. Just because a vendor got the artwork correct one time does not guarantee they will get it right the second time. This is to comply with OP 68.01 that reads, "All advertising and promotional items purchased by any unit within the university, excluding personnel classified advertising, must be approved by the director of Marketing and Brand Management within the Office of Communications and Marketing."
9. Effective 9/1/2015, blanket orders will not be allowed for food and entertainment unless the following criteria is met:
 - A description of the event (ex. Breakfast, Lunch and snacks for weekend (name of event) program or (name of event) Speaker Series). Different event series must be on different requisitions so that the business purpose of each can be analyzed. Each event date is listed on the requisition description.
 - Food forms with the dates and estimated amounts must be submitted with the requisition. Procurement Services needs to be able to review for compliance prior to the event. The food form can reference a spreadsheet that lists the dates, locations, estimated cost per person, attendee descriptions.
 - In the external notes to the vendor, you must state that no alcohol is allowed to be paid on this purchase order. For each event in which there will be alcohol, we must have a separate requisition. This will assist us in complying with new BOR rules and operating policies.

Please understand that all requirements are in place to comply with BOR rules, TTU policies and IRS regulations.

10. We have a new Cognos Report in production and the report name is : FI278 – Vendor Invoice Payee Research
11. Reminder to search all of our computer punch-outs for best pricing on computer and electronic needs. These items are not mandatory on the Staples punch-out and will have aggressive contract pricing.
12. We have had a lot of questions on receiving; here is the link for the receiving guide:
<http://www.depts.ttu.edu/procurement/purchasing/howToGuides/documents/Receiving.pdf>. Please note that the terms are described on page 5.
13. Just a friendly reminder about the Coke Contract. Here is the link to our guide for details.
<http://www.depts.ttu.edu/procurement/purchasing/howToGuides/documents/Coke%20Products%20012214.pdf>
14. **Home Depot/Staples \$500 Pcard Limit Revoked** After receiving feedback from the campus and reviewing the \$500 annual limit policy with pcards at Home Depot and Staples stores, Procurement Services has decided not to enforce these limits. We would like you to continue to use the punch-outs in TechBuy as much as possible in order to obtain valuable HUB credit; however we do not want to interfere with your daily operations.

We will continue to monitor the pcard spend with these vendors and would be happy to work with your cardholders should they need TechBuy training or assistance.

15. Online Travel System Enhancements and News

- We are currently testing the Online Travel System to go paperless! The programmers have added the functionality to upload receipts through the system which will also save to our imaging system Xtender. Our goal is to have this ready for campus by November 1st. Instructions and training materials will be sent to Travel Preparers and posted on the Travel website once testing is completed.
- Some changes are also coming on the Travel Application for security purposes. Office of International Affairs (OIA) has requested some additional fields for obtaining information for foreign travelers to be in compliance with Export Control. Some of the new fields will be Destination Contact, Destination University/Company/Entity and Business Equipment/Supplies that the traveler will be taking. More information will be forthcoming; however, please let all of your travelers know that OIA must approve the Travel Application **prior to the trip** or they won't be able to be reimbursed for their travel. This is the policy for all travel but has not been enforced previously.
- We are also working with OIA to streamline their approval process of Travel Applications.
- Southwest will not provide a credit for a trip that you miss unless you call and cancel.
- Travelers may book their rental cars from Enterprise or National in TechBuy and a PO will be issued opposed to paying out of pocket and being reimbursed through the Travel System. Instructions are available at <http://www.depts.ttu.edu/procurement/purchasing/howToGuides/index.asp> under Renting Vehicles.
- Effective September 15, 2015, Delta and American Airlines (including US Airways) will no longer have an interline ticketing and baggage agreement. These carriers will no longer have the ability to rebooks their customers on other airlines and they can no longer include segments operated by Delta and American on the same ticket. Baggage transfer also won't be accepted between the two carriers.

For additional information, please review the article posted on the Delta News HUB
<http://news.delta.com/delta-and-american-discontinue-interline-agreement>

- We have just been made aware of an attempt to use one of our designated Travel Agencies for a non-sanctioned international trip. The individual claimed to be a TTU employee; however, used a personal email address and listed a false TTU email address. Please let your travelers know that to avoid these types of requests from being approved, we have requested that the Travel Agencies do not accept any email request if it does not come from a ttu.edu or ttuhsc.edu mailbox. We will continue to require a travel application with a Transportation Request prior to the issuance of airline tickets from our Travel Agencies to help prevent fraudulent activity.

16. We have Procure to Pay Classes scheduled for:

- 10/23/15
- 11/19/15
- 12/17/15

Account Code Training Classes for Expenditures are scheduled for:

- 10/20/15
- 11/18/15
- 12/10/15

Registration for these classes is available in the Sum Total System

<http://webapps.tosm.ttu.edu/itts/sumtotalsystems>

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

October 28th
November 18th
December 16th
January 13th
February 24th
March 23rd (tentative date change)
May 4th