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**Upcoming Procure to Pay Classes Provided by Procurement Services:**

If you would like to sign up for one of the trainings below, please register in SumTotal under the AFISM tab and click the Procurement link.

Date	Location
April 28 <sup>th</sup> , 2017	Doak 156
May 19 <sup>th</sup> , 2017	Doak 156
June 30 <sup>th</sup> , 2017	Doak 156
July 28 <sup>th</sup> , 2017	Doak 156

**Fiscal Year 2018 Purchasing Process Opens May 1, 2017**

Departments may start entering purchasing requisitions for FY 2018 on May 1, 2017. To assist with early prep, departments should run Cognos spend reports to ensure that you are setting up standing/blankets purchase orders for the appropriate and reasonable amounts. Any requisition that exceeds certain dollar thresholds will be subject to additional review and contract compliance requirements (general counsel review, CFO approval, Ethics Certification, etc.)

Departments should also Cognos FI137 to review open purchase order encumbrances. This report will provide information on remaining balances and provide information on the PO number for those encumbrances that need to be closed. Submit an email to [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) and include the PO number, vendor name and the amount to be decreased or closed. FI070 should be reviewed for blanket orders. As a reminder blanket orders do not encumber funds and the department will be responsible for ensuring that there are sufficient funds for blanket order expenditures.



## New Account Codes for Unmanned Aircraft

Three new account codes have been added for Unmanned Aircraft (i.e. drones) for Charts T & S. Unmanned aircraft, regardless of dollar amount, is not allowed on procurement cards.

- 7C0137 Unmanned Aircraft Noncapital (unit cost less than \$500),
- 7C0191 Unmanned Aircraft Controlled (unit cost greater than \$500 and less than \$5,000), and
- 7J0021 Unmanned Aircraft Capitalized (unit cost over \$5,000).

Unmanned Aircraft has detailed definitions and policies that are outlined in [OP 76.07](#): Purchasing Approval and Flying of Unmanned Aircrafts Systems on Texas Tech Property.

**Prior** to purchase, the following is required:

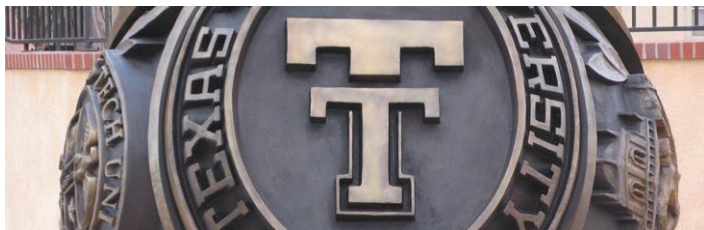
- 1) Approval from the Office of the Vice President for Research,
- 2) Apply for and be granted a Certificate of Waiver or Authorization (COA) or have a Remote Pilot Certificate from the FAA, and
- 3) A certificate of insurance must be provided to and approved by the Texas Tech Office of Risk Management.

All Texas Tech employees, third parties, or students/hobbyists wishing to use Unmanned Aircraft Systems (UAS) or model aircraft on or over University property must receive approval of the Texas Tech Police Department. The UAS Request Form is available as an attachment to OP 76.07.



### How do I check on the status of my travel voucher?

1. Access the [Online Travel System](#)
2. Click on Reports >> Status and Email History
3. Enter Trip ID



## Procurement Services Forum

Location: Lubbock Room in the SUB

The Procurement Services Forum provides a fun atmosphere to learn from one of our guest vendors about their company and services they offer to our campus. We have our next two forums on April 19<sup>th</sup>, 3:30 PM-4:30 PM in the Lubbock Room and one in May on May 17<sup>th</sup>, 3:30 PM-4:30PM in the Lubbock Room. Come out and experience the fun!

## Small Business Expo 2017

May 3<sup>rd</sup> at the McKenzie-Merket Alumni Center

Join us for a totally 80's themed expo! The expo is a great networking opportunity to increase business with state and federal agencies. Make sure to bring your business cards for a chance to win giveaways like YETI cups, tablets, and more! For more information please visit:

<http://www.depts.ttu.edu/procurement/small-business-expo/>

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## *Employee Spotlight: From Our Contracting Department*

### Our Newest Member of Staff:

*Leticia Cobos*

Leticia Cobos has recently joined our contracting team as a Section Coordinator. Previously, she worked in the Equal Employment Opportunity Department as the Administrative Business Assistant for 19 years. We are so pleased that she has taken the opportunity in Procurement Services to take on the challenges as a member of the Contracting team. She started with us at the beginning of February and has already made great strides in learning the complex procedures and business components that go into the contracting world.

Leticia was born and raised in Lubbock, Texas and has worked for Texas Tech University for over 20 years. In her free time she likes to be around her family, especially her fur babies. Her desired vacation spot would be Hawaii but she usually finds her way to San, Antonio instead.

We look forward to watching Leticia grow in her position and make the impact to help employees like you.



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Procurement Services™

### **Contact Us:**

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