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Upcoming Trainings 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.

Training	Date	Time
TechBuy Shopper Training	August 14 th	1:00 PM - 4:30 PM
Travel Training	August 15 th	9:00 AM – 11:00 AM
TechBuy Shopper Training	September 12 th	1:00 PM – 4:30 PM
Procure to Pay	October 27 th	2:45 PM – 5:00 PM

Announcements:

Pcard Year End Deadlines

There will be **two** pcard reconciliations for August. All transactions posting to these reports will be processed with FY17 funding.

1) 7/4 – 8/3 **Due 8/15/17**

2) 8/4 – 8/11 **Due 8/21/17**

PCard transactions posted after 8/11 will be processed against FY18 funding.

Travel Year End Deadlines

Make sure all applications and vouchers are submitted by 9/1 to ensure that they are processed against FY17 Funds.

All the Procurement Services year-end deadlines are posted at:

<http://www.depts.ttu.edu/procurement/news/index.php>



Consulting Services

Are there often questions about what constitutes a *consulting service*? We have developed a definition. This should help in advising and making a determination of what services are considered consulting.

Consulting services are those services delivered by a professional independent contractor (individual entity or firm) with expertise and experience in an area.

Consultants often rely on their *outsider's perspective* to provide objective recommendations. They generally bring formal frameworks or methodologies to identify problems or suggest more effective or efficient operations, evaluating core areas, recommending best practices, reviewing techniques, guiding technology adoption and implementation, developing strategies, and pursuing opportunities for improvement.

Deliverables: Consultants provide recommendations. Recommendations can be submitted in various verbal and written formats including but not limited to presentations, advising, reports, and studies.

Consultants must be procured in compliance with OP 72.09. All consultant services contracts require approval of the Board of regents if above \$25,000 or notification to Board of Regents if less than that threshold.

If you have any questions regarding consulting services, please email techbuy.purchasing@ttu.edu.



Cognos Reports

Please review the following Cognos reports:

- FI030 for any payments made
- FI137 for all open orders
- And/or FI070 for blanket orders

These reports update from an overnight process and will not have information from the day the report is run.



Procurement Services Forum

Upcoming Events

Please see the attached Procurement Services Forums from 3:30 PM-4:30 PM for the next three sessions:

- **August 2nd, Human Sciences Building, Room 174**
- September 20th, SUB-Lubbock Room
- November 15th, SUB-Lubbock Room

Texas Tech University Small Business Expo

Date Release

Next year's TTU Small Business Expo will be held on **Tuesday, May 1, 2018**. Mark your calendars for this special event with multiple chances to win door prizes. For more information visit <http://www.depts.ttu.edu/procurement/small-business-expo/> or follow us on Facebook at <https://www.facebook.com/TxTechSBE/>.

PROCUREMENT SERVICES
347 Drane Hall
P: 806.742.3844
F: 806.742.3820

www.depts.ttu.edu/procurement/
techbuy.purchasing@ttu.edu
contracting@ttu.edu
travelservices@ttu.edu

purchasing.pcard@ttu.edu
procurement@ttu.edu
payment.services@ttu.edu
vendor.services@ttu.edu



Inactive Account Codes

Some account codes have recently been inactivated in TechBuy. These account codes include:

- 7J0029
- 7J0039
- 7J0059
- 7J0099

If you have any questions regarding these changes, please email techbuy.purchasing@ttu.edu.

Late Payment Interest Rate Increases for Fiscal 2018

The interest rate the state pays on a late payment due to a vendor under the state's prompt payment law will be 5.25 percent for fiscal 2018. The interest calculation is one percentage point higher than the prime rate published in the Wall Street Journal on the first business day of July.

525%

Common Vendor Set-Up Paperwork Errors

The Vendor Services team is working to add/update new/current vendors into the systems as quickly as possible. There are some common errors seen on the vendor forms that require follow up requests with the vendor and slow the process down. The following errors are most commonly seen when processing new vendor paperwork:

- Page 1 Section B: No address or phone/fax numbers.
- Page 2 Section C: No email address.
- Page 2 Section E: No signature on the required signature field.
- Page 2 Section F: No answer selected (Yes or No)
- Page 3 Section I: No signature to approve their direct deposit setup.

If you would please help us and do a cursory review of the vendor forms before they are sent over it would be a tremendous help, and would allow us to process your requests much quicker. We appreciate your help with this matter and we are always here to assist you. If you have any questions regarding the vendor set up form, email vendor.services@ttu.edu.

State Travel Credit Card

All travel beginning September 1, 2017 or later, using state appropriated funds (funds beginning with 11xxxx through 14xxxx), will be required to use a State travel credit card for all travel expenditures. Any allowable travel related expense not purchased with a state card will require non-appropriated funding (all TTU funds except 11xxxx – 14xxxx unless limited by sponsoring agency)

[Applications for a State travel credit card](#) are available under the Travel header and titled Individual Bill Travel Card Application. Additional guidelines for using state appropriated funding are also available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/> under the Travel Services header. Please contact travelservices@ttu.edu with any questions you may have.

Contact Us:

806-742-3844

Procurement@ttu.edu

www.depts.ttu.edu/procurement/



TEXAS TECH UNIVERSITY
Procurement Services™

PROCUREMENT SERVICES
347 Drane Hall
P: 806.742.3844
F: 806.742.3820

www.depts.ttu.edu/procurement/
techbuy.purchasing@ttu.edu
contracting@ttu.edu
travelservices@ttu.edu

purchasing.pcard@ttu.edu
procurement@ttu.edu
payment.services@ttu.edu
vendor.services@ttu.edu