In this Issue:

- Upcoming Trainings Provided by Procurement Services
- Announcements
- Updating Your Ship to Address
- Contract Training
- Online Travel System-Direct Deposit Question
- Procurement Services Forum
- Procurement Services Employees of the Month
- Guidelines for Surplus of Property Inventory

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.

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Training</td>
<td>July 18th</td>
<td>8:30 AM - 10:30 AM</td>
</tr>
<tr>
<td>TechBuy Shopper Training</td>
<td>July 18th</td>
<td>1:00 PM - 4:30 PM</td>
</tr>
<tr>
<td>Procurement Card Training</td>
<td>July 26th</td>
<td>10:00 AM - 12:00 PM</td>
</tr>
<tr>
<td>Procure to Pay</td>
<td>July 28th</td>
<td>2:45 PM – 5:00 PM</td>
</tr>
<tr>
<td>TechBuy Shopper Training</td>
<td>August 14th</td>
<td>1:00 PM - 4:30 PM</td>
</tr>
<tr>
<td>Travel Training</td>
<td>August 15th</td>
<td>9:00 AM – 11:00 AM</td>
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</tbody>
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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
Updating Your Ship to Address

As a reminder, all users must individually update their ship to address in their profile. The deadline is 8/31/2017. On 9/1/2017, all old ship to addresses will be inactivated and anyone using an old address will no longer be able to use that address.

Please reference the link below for step by step instructions.

Contract Training

Texas Tech University (TTU) or TTU System (TTUS) officers and employees authorized to execute contracts on behalf of TTU or TTUS or to exercise discretion in awarding contracts, are required to receive training, including training in ethics, selection of appropriate procurement methods, and information resources procurement technologies. Texas Education Code §51.9337(b)(5) and Texas Government Code §2155.078(a), (a-1) and (b).

Training is now required for:
- Staff with contract signature authority, which is delegated by the TTUS Regent Rules.
- Faculty and staff in the Financial Manager role.
- Faculty and staff with authority to approve a transaction in TechBuy.
- Faculty and staff authorized to make a PCard purchase either by an individual PCard or a departmental PCard.

To maintain access to your Pcard and to the TechBuy system, the course must be completed by September 30th, 2017 or by the 60th day of employment for new hires.

FAQ: How long after receiving email notification from the Online Travel System will the funds post to my direct deposit location?

The morning after you receive notification that travel has approved your voucher – you will receive an email notification of an ACH deposit (if you are on direct deposit for employee reimbursement). That morning the file uploads to the bank and the transfer begins. Depending on your bank – it can take up to 48 hours for the funds to post to your account.

Procurement Services Forum
Location: Human Sciences Building

The next Procurement Services Forum will be held in the Human Sciences Building in Room 174. It will be on August 2nd from 3:30-4:30 pm. Please mark your calendars to remember the room change for this event!

Procurement Services Employees of the Month

We would like to take this time to recognize 3 of our employees of the month from Procurement Services.

April-Elizabeth Young: She was very helpful with the Jaggair Support and has taken on initiatives with the system.
May-Anita Maslovar: Anita has been very helpful stepping up when others in her department were out of the office.
June-Mary Ferrer: Mary has recently taken on new responsibilities in her area and has done a wonderful job.
Guidelines for Surplus of Property Inventory

The following guidelines are intended to provide assistance for surplus of property inventory items. The Procurement Services Division has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

If you have surplus property inventory items that need to be picked up, email your request to property.surplus@ttu.edu. In the email, include the following information:

- List all items that need to be placed in surplus
- The location of each item (building, room number, etc.)
- A contact person and that person’s phone number

When the email is received, your department will be placed on the schedule, and you will be notified via email of the scheduled pick up date.

*Please note, Property Management personnel use your original list of items to estimate the amount of time that will be needed for each pick up, so only those items in your email will be scheduled for pick up. This will help our personnel stay on schedule and get to the next appointment, in order to take care of other customers. If you need to schedule other items for pick up, please email us to set up another pick up date.*

Special Handling Procedures:

- Property Management cannot move glass or mirrors. (For removal of these items, contact Physical Plant.)
- If the item has any hazardous substance or material in it, please notify Environmental Health and Safety prior to emailing Property Management.
- Refrigerators and freezers must be checked by EH&S for Freon leaks prior to surplus of the equipment. Once EH&S has checked the equipment and no leaks are found, then the department may schedule a pickup with Property Management.

If you have questions about these guidelines, please contact Property Management at 742-2985 or email them at property.management@ttu.edu.

If the surplus item has an inventory tag with a TTU property number, it is your responsibility to complete the Deletion of Property form found at http://www.fiscal.ttuhsc.edu/propinv/ If this form is not completed, the surplus inventory will still show up on your department’s property inventory list, and you will be held responsible for it.

Contact Us:

806-742-3844
Procurement@ttu.edu
www.depts.ttu.edu/procurement/