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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.

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TechBuy Shopper Training</td>
<td>June 20th, 2017</td>
<td>8:00 AM-12:00 PM</td>
</tr>
<tr>
<td>Account Code for Expenditures</td>
<td>June 21st, 2017</td>
<td>2:00 PM-3:30 PM</td>
</tr>
<tr>
<td>Procure to Pay</td>
<td>June 30th, 2017</td>
<td>2:45 PM – 5:00 PM</td>
</tr>
<tr>
<td>Travel Training</td>
<td>July 18th, 2017</td>
<td>8:30 AM-10:30 AM</td>
</tr>
<tr>
<td>TechBuy Shopper Training</td>
<td>July 18th, 2017</td>
<td>1:00 PM-4:30 PM</td>
</tr>
<tr>
<td>Procure to Pay</td>
<td>July 28th, 2017</td>
<td>2:45 PM – 5:00 PM</td>
</tr>
</tbody>
</table>

Announcements:

2017 Year-End Deadlines for Purchasing are Approaching.

- Please follow the link below to get more information: [https://www.depts.ttu.edu/procurement/news/index.php](https://www.depts.ttu.edu/procurement/news/index.php)

Year End Deadlines for PCard and Travel

- PCard – Transactions posted by 8/11 will be charged against FY17 Funds.
- Travel – Applications and Vouchers submitted by 9/1 to ensure processed against FY17 Funds
Closing Encumbrances from FY17

Please start monitoring your department’s open encumbrances as we approach the end of FY17. Make sure past invoices have been paid before requesting a close. Monthly auto closes are done for orders $10.00 and below. All closes must be sent to purchasing at techbuy.purchasing@ttu.edu.

How Do I Cancel a Travel Application?

1. Access the Online Travel System website at www.fiscal.ttuhscc.edu/Travel2/
2. Click on “Application” on the left side of the screen.
3. Log in with your eRaider User ID and Password.
4. Click on “Cancel an Application/Voucher”.
5. Click on the Application Number that you want to cancel.

If you cannot cancel the application, there is probably a transportation request (TR) or advance processed for that trip. Please contact the Travel Office travelservices@ttu.edu for further assistance.

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.

Contract Training

This course is required for anyone authorized to use a Pcard, those with access to shop or approve in TechBuy, or anyone with authority to exercise discretion in awarding or executing contracts. If you have received an email stating you need to take this, please visit SumTotal and complete this class online. This course must be completed by September 30, 2017.

Q: Do you have trouble estimating the number of copies for your copier renewals?

A: You can run Cognos FI142 to find out how much your department spends with your copier vendor. You can subtract the fixed costs to find spend on copies.
Please Remember!

A contract is not legally binding unless it has been signed by an individual authorized by the Board of Regents rules. No person has the authority to commit funds or resources of Texas Tech University (TTU) or the Texas Tech University System (TTUS) except as authorized in Section 07.12, Regents’ Rules.

Contract Cancellations, Renewals, and Expirations for FY18

Let Contracting (contracting@ttu.edu) know if you have a current contract that is expiring this fiscal year and whether or not you want to renew or cancel it. The person who signed as the Contract Administrator on the routing sheet for that contract, accepted responsibility for the monitoring of that contract. He/she will know when your contracts are expiring.

Cancellations:
In some contracts, there is a clause that gives a cancellation notification time limit. If no cancellation notification is sent by the stated required cancellation notification time, the contract will renew for another term and your department will be obligated for the expense.

Renewals:
In some contracts, there is a renewal notification time limit. If no renewal is sent by the stated required renewal notification time, the contract will terminate on the current expiration date.

Expirations:
Some contracts have no renewal options and will terminate on the current expiration date. If you still require that service or those goods, you must contact techbuy.purchasing@ttu.edu so the Purchasing Department can get you the appropriate information.

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