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### Who is Procurement Services?

Procurement Services includes purchasing, contracting, payment services, travel, procurement card, vendor services, and property surplus. Our mission is anticipating institutional needs through collaboration, consultation, and financial stewardship. Please see our complete mission statement here:

<https://www.depts.ttu.edu/procurement/about/mission.php>

### Customer Service Survey

We would like to have your feedback to help us improve our services and better support your needs so please answer honestly. Once you are logged into Raiderlink, follow the link at <http://kainz.ttu.edu/afism/procurement-survey/>. Thank you for your participation.

### Upcoming Procurement Trainings:

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.

Name	Date	Time	Location
Procurement Card Training	3/08/2017	3:00 PM- 5:00PM	Doak 155
Travel Training for Travel Preparer	3/13/2017	8:30 AM-12:00PM	Doak 156
Account Code Training for Expenditures	3/15/2017	2:00 PM-3:30PM	Doak 153
TechBuy Shopper Training	3/21/2017	1:00 PM-4:30PM	Doak 155
Procure to Pay	4/28/2017	2:45 PM-5:00 PM	Doak 156

*Did you know?*

Did you know *Advanced Pay* and *Invoice Attached* should never both be checked on the same requisition? Invoice attached is only for non-compliant, after the fact orders. The Advanced Pay option represents invoices that require an advance payment like memberships, service agreements, or pre-paid goods. Certain funding types may not permit advanced payments per State of Texas regulations.



### Changes to Payment Terms:

Payment Services has new payment terms for vendors. Types of payment and the corresponding payment timing for that type is below:

- Payment by SUA (Single Use Card) will be made in 5 days.
- Payment by ACH (Direct Deposit) will be made in 15 days.
- Payment by Check will be made in 30 days.

If you have any questions about the payments, please email our team at [payment.services@ttu.edu](mailto:payment.services@ttu.edu)

### Mileage Reimbursement Rate Change:

Please make sure your travelers are aware of the following information.

#### **Mileage Reimbursement Rate Effective January 1, 2017**

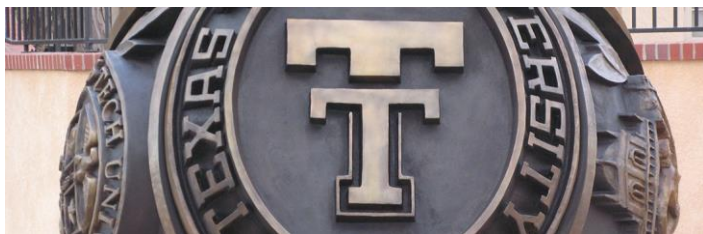
The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective January 1, 2017 to December 31, 2017 is **53.5 cents per mile**. This is a decrease from the current rate of 54.0 cents per mile.

If you have any questions regarding travel, please email our travel team at [travelservices@ttu.edu](mailto:travelservices@ttu.edu)



#### **How do I look up a Travel Payment?**

1. Access Vendor Payments or from Raiderlink A&F Work Tools Tab >> Procurement >> Vendor Payments
2. Click Vendor Payments from left menu
3. Enter R# or Vendor Name (use % as a wild card)
4. Click on the Appropriate R# from the Search Results
5. Enter Date Range if needed
6. Payment History will provide check number (checks beginning with ! are direct deposit), date and amount.



### 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 also allows an open Q&A with the Procurement Services team. Please come visit us at the next forum on Wednesday, March 22<sup>nd</sup> from 3:30 PM – 4:30 PM in the Lubbock Room. We look forward to seeing you there!

### Small Business Expo 2017

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

Join us for a totally 80's themed expo! The expo is a great networking event and 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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## *Department Spotlight:* *Purchasing*

### A Helping Hand from our Purchasing Team:

The Purchasing Team evaluates, negotiates, and manages the procurement of goods and services for Texas Tech University and Texas Tech University System. In addition to managing competitive processes to find the best goods and services, Purchasing oversees TechBuy (Jaggaer), an e-Procurement solution, which is the online system enabling faculty and staff to purchase what they need. The team offers comprehensive training once a month (Procure to Pay) and upon request they will provide custom training that is tailored to departmental needs. They also create and maintain online *How-to* guides for your reference and to help you address frequently asked questions.

Please visit: <http://www.depts.ttu.edu/procurement/resources/how-to-guides/>

The team is comprised of people who collectively have over 112 years' purchasing experience! The team members are: Cathy Clifford, Section Manager for Purchasing; Teri Floyd, Section Supervisor for Purchasing; Tonya Bolt, Kathy Fanning, Roland Gonzalez, Linda Henegar, Terrie Mora, and Kellee Smith, our Senior Purchasers; and Elizabeth Young, Section Coordinator for TechBuy Support. This team's goal is ultimately to partner with staff and faculty to obtain the goods and services they need to carry out our institution's mission in a timely and cost effective manner. If you ever have a purchasing question please send us an email at [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu). We look forward to doing business with you!



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Procurement Services™

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