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>Year End FY17</td>
<td>May 18th, 2017</td>
<td>10:30 AM-11:30 AM</td>
</tr>
<tr>
<td>Procure to Pay</td>
<td>May 19th, 2017</td>
<td>2:45 PM-5:00 PM</td>
</tr>
<tr>
<td>TechBuy Shopper Training</td>
<td>May 23rd, 2017</td>
<td>8:30 AM-12:00 PM</td>
</tr>
<tr>
<td>Procurement Card Training</td>
<td>May 30th, 2017</td>
<td>3:00 PM-5:00 PM</td>
</tr>
<tr>
<td>Account Code for Expenditures</td>
<td>June 7th, 2017</td>
<td>2:00 PM-3:30 PM</td>
</tr>
<tr>
<td>Travel Training</td>
<td>June 13th, 2017</td>
<td>1:00 PM-3:30 PM</td>
</tr>
<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>
</tbody>
</table>

Fiscal Year 2018 Opens May 1st

Early prep for Fiscal Year 2018. Please start running Cognos spend reports to ensure that you are setting up standing/blanket purchase orders for correct amounts.

Announcements:

2017 Year-End Deadlines are approaching. Please follow the link below to get more information:

FY18 Travel

FY18 Travel Applications that require advances for prepaid expenses or transportation requests may be entered in the Travel System with the following restrictions/conditions:

- No State FOP’s may be used (funds that begin with 11, 12, 13 or 14)
- No Multi Year (SPAR and Plant) FOP’s may be used (funds that begin with 19, 21, 22, 23, 29, 39 and 91)
- FOP elements must be valid (will be a valid budget for FY18)

The applications will be held in the Travel System until FY18 budgets are loaded and all pending encumbrances will then be processed. FOPs may be changed to the appropriate funding when vouchers are entered.

How do I check the status of a Travel Voucher?

Access the Online Travel System [https://www.fiscal.ttuhsc.edu/travel2/](https://www.fiscal.ttuhsc.edu/travel2/) and click on Reports >> Status & Email History. Enter the Travel Voucher number and click Submit. You may then view any pending signatures and may also view email history associated with the trip.

Retail Fuel Card Services Contract Award

The Statewide Procurement Division (SPD), a division of the Texas Comptroller of Public Accounts (CPA), has awarded a contract for Retail Fuel Card Services to U.S. Bank National Association, who uses the Voyager platform for card services. The initial contract term is May 1, 2017, through April 30, 2019. As this is the incumbent vendor, there should be minimal changes to all existing card programs.
Commonly Used Acronyms in Procurement Services

**Request for Proposal (RFP):** A type of bidding solicitation in which a company or organization announces that funding is available for a particular project or program.

**Historically Underutilized Business (HUB):** A for-profit entity that is at least 51% owned by an Asian Pacific American, Black American, Hispanic America, Native America, American Woman and/or Service Disabled Veteran who resided in Texas.

**Single Use Account (SUA):** A card based payment solution that acts like a check, which allows you to set each Single-Use account with a credit limit that matches the payment amount.

**Cooperative Contracts:**
TTU is eligible to purchase supplies, equipment, maintenance and other services through numerous cooperative purchasing programs. Use of cooperative contracts can save time, money and identify responsive and responsible vendors with proven track records. Although cooperative purchasing is an important and valuable tool, not all cooperative contracts are created equal. Purchasing is now conducting cooperative contract and vendor vetting to identify those contracts that provide richer and greater services, expertise, customer support and pricing that will provide best value to the entire campus.

**Reminder from Contracting Services:**
Contracts: Generally, the review/routing process takes from 1 – 4 weeks. It’s that time of year when reviewers/signatories start taking vacation time (TTU AND Vendors). Please have any contract you need processed prior to August 31, 2017 to the Contracting Office prior to July 1, 2017. If there is a cost, your contract and a routing sheet must be attached to a requisition. If there is no cost, send it and a routing sheet to contracting@ttu.edu.

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