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Upcoming Procurement Trainings:

If you would like to sign up for one of the trainings listed below, please register in SumTotal under the AFISM tab and click the Procurement link.

Name	Date	Time	Location
Travel Training for Travel Preparer	1/16/18	9:00AM-11:30AM	Doak 155
Account Code Training for Expenditures	1/16/18	2:00PM-3:30PM	Doak 153
TechBuy Shopper Training	1/23/18	8:30AM-11:30PM	Doak 155
Travel Training for Travel Preparer	1/23/18	1:30PM-4:30PM	Doak 155
Account Code Training for Expenditures	1/30/18	2:00PM-3:30PM	Doak 153

Departure of Lesley Nall Washington

Lesley Nall Washington was recently promoted to Executive Director at the College of Architecture. Her final day with Procurement Services will be January 1, 2018. Lesley has assisted in making many improvements to the Procurement Services office during her tenure. Departments should direct Contracting Office issues to contracting@ttu.edu. Procurement Services plans to hire a new Attorney by February.

Surplus Warehouse Sale

TTU Surplus Warehouse will have a sale on various items on Wednesday, January 17th, from 1:30-4:00. We have bikes, chairs, filing cabinets, and other various surplus items. Cash and checks are the only accepted means of payment. TTU Surplus Warehouse is located at 4611 Erskine Ave. Purchased items must be picked up on Wednesday, January 17th before 5 p.m. Please email property.surplus@ttu.edu if you have questions.



Employee Exit Checklist

As a reminder, OP 70.19 details Employee Exit Procedures. An Employee Exit Checklist may be found at <http://www.depts.ttu.edu/hr/forms.php>

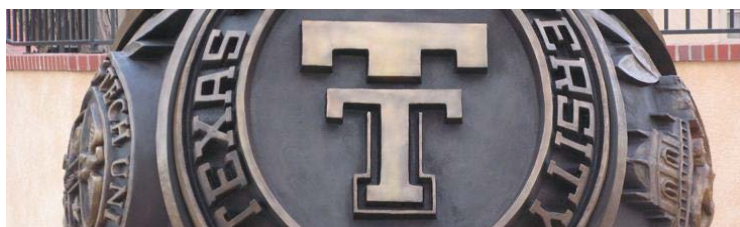
- Inactivate the employee through team.texastech.edu.
- Email techbuy.purchasing@ttu.edu to verify the employee is inactivated.
- Contact travelservices@ttu.edu to ensure the employee has no outstanding travel vouchers or applications, if applicable.
- Retrieve University Travel Card and return to Procurement Services at MS 1094 with written memo, if applicable.
- Retrieve and destroy University Procurement Card, and notify purchasing.pcard@ttu.edu, if applicable.

Participant Travel Payments

Participant travel payments may now be submitted in Techbuy with scanned copies of receipts as supporting documentation. The requisition preparer must attest, via comment on the requisition in TechBuy, that they are in possession of the original receipts. Departments will now be required to retain the original receipts for a period of three years and must provide the documentation in the event of an audit.

The existing process for employee reimbursements **will not** change. Original receipts must be sent in to Payment Services prior to payment.

Please email payment.services@ttu.edu for any questions relating to this policy.



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, January 24th from 3:30 PM – 4:30 PM in the Lubbock Room of the Student Union. We look forward to seeing you there!

Small Business Expo 2018

Tuesday, May 1st at the McKenzie-Merket Alumni Center from 8:00 am to 12:00 pm.

Take a walk down the “Walk of Fame” at our Hollywood themed Small Business Expo! The expo is a great networking event. Make sure to bring your business cards for a chance to win giveaways! For more information please visit:

<http://www.depts.ttu.edu/procurement/small-business-expo/>



Reminders from the Purchasing Office

1. New Campus Contract:
Culligan - Water conditioning contract for parts and service
2. Please remember to use the new ICQ form for quest speakers, and payments to individuals providing services.
3. Please be mindful of fraudulent activity in the form of fraudulent emails, requests for quotes, and fraudulent purchase orders. Please protect your data and do not open suspicious phishing emails. Internal and external fraud training by JP Morgan Chase has helped The Procurement Services team to be more alert to fraudulent procurement requests and can assist with any questions you may have.

Travel Updates

The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective January 1, 2018 to December 31, 2018 is 54.5 cents per mile. This is an increase over the current rate of 53.5 cents per mile. Reminder: If mileage reimbursement crosses the end of the calendar year (2017 and 2018), list as two separate lines on the voucher so that the correct rate is processed in the travel system.

Effective January 1, 2018, reimbursements for personal vehicle mileage may not exceed the cost of a contracted rental vehicle. The [Online Travel System](#) provides a tool to assist in determining the most cost effective mode of transportation: Help >> Links >> Other Travel Links >> Mileage Calculator TTU (Note: Calculate taxes at \$20 per day). All personal mileage claims on travel vouchers will require documentation supporting cost effectiveness. This policy is already in effect for state funding. [Policy Guidelines for Personal Vehicle Mileage Reimbursement](#) is available on our [Training & Work Aids](#) site under the Travel Services header.

[The State Travel Management Program](#) (STMP) has updated the [Texas Administrative Code \(TAC\), Section 20.413](#), to require a state travel credit card be used for all travel expenditures when using state appropriated funding (funds beginning 11xxxx through 14xxxx). **Texas Tech University (TTU) began enforcing this TAC effective September 1, 2017.** In order to be in compliance, travelers using state appropriated funding must apply for a State of Texas Individual Bill Travel Card. 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). [Travel Guidelines when using State Appropriated Funding](#) is available on our [Training & Work Aids](#) site under the Travel Services header.



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