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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	3/13/18	8:30AM-11:30AM	Doak 156
TechBuy Shopper Training	3/19/18	1:30PM-4:30AM	Doak 155
CitiBank Procurement Card Training	3/21/18	10:00AM-12:00PM	Doak 155
Account Code Training for Expenditures	3/21/18	1:30PM-3:30PM	Doak 153
Procure to Pay	3/30/18	2:45PM-5:00PM	Doak 156
Account Code Training for Expenditures	4/4/18	1:30PM-3:30PM	Doak 153
Travel Training for Travel Preparer	4/5/18	1:30PM-4:30PM	Doak 155
TechBuy Shopper Training	4/10/18	8:30AM-11:30 AM	Doak 155
Account Code Training for Expenditures	4/18/18	1:30PM-3:30PM	Doak 153

Procurement Newsletter Update

The Procurement Services Newsletters will now be released every other month.

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/>



Red Raider Trader

One Red Raider's trash is another Red Raider's treasure!

Procurement Services and the Office of Sustainability will host the first Red Raider Trader day Thursday, April 12th in the Ballroom of the SUB.

Red Raider Trader day is an effort to reduce departmental waste and save departmental funds by allowing departments to swap unwanted supplies and equipment with other TTU departments. We encourage departments to bring supplies and equipment your department no longer needs. Attendees do not have to donate or take items in order to participate. Please feel welcome to drop by, browse, and get a cup of coffee and a cookie!

Student Union Ballroom Drop Off Times: 8:00 am to 10:00 am

Student Union Ballroom Browsing Times: 10:00 am to 2:00 pm

If you cannot attend in person the day of the event but have items you wish to donate, you may drop them off at the Physical Plant. Please have your items to the Physical Plant by Wednesday, April 11th at 5 pm.

Acceptable Items (all must be functioning)

Mouse, mouse pads, keyboards
Cords, cables
Calculators
Scissors, staplers, hole punchers, tape dispensers
Books, manuals, binders
Chairs
Moveable white boards / cork boards
Desk organizers
Decorative items

Unused office supplies (pens, pencils, rubber bands,
staples, tape, note pads, sticky notes,
clips, ribbons, toners, unprinted envelopes, etc.)

Prohibited Items

Furniture (other than chairs)
Computers, monitors, printers, tablets
Phones
Guns, ammunition, other weapons
Chemicals, gases, cleaners, other liquid items
Food, beverages
Glass
Trash, broken items, unusable items
Anything requiring a mover/dolly or weighing more
than 50 pounds

Donated items will not be returned. Items must be picked up at the event and taken back to departments by the person claiming the item. Items will not be held or delivered.

Please email procurement@ttu.edu if you have any questions! See you then!



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, May 9th from 3:30 PM – 4:30 PM in the Lubbock Room of the Student Union. We look forward to seeing you there!

Semi-Annual HUB Training Forum

TTU Procurement Services will host a semi-annual HUB (Historically Underutilized Business) Training Forum Thursday, May 24th from 2:00 pm to 4:00 pm. The training will happen at the Innovation Hub at Research Park, 3911 4th Street. Parking and admission are free, but seating is limited. This training will be presented by the Procurement Assistance Center and will spotlight state and federal certifications, benefits, eligibility requirements, resources, and much more. Please forward this information to vendors your department works with regularly. Please email paula.ann.pitifer@ttu.edu for inquiries.

Travel Cost Savings

Procurement Services implemented a travel policy change effective January 1, 2018: Personal vehicle mileage is reimbursed the lesser of actual mileage or the cost of a contracted rental vehicle. A comparison of the costs of rental cars and personal auto mileage in January 2017 and 2018 indicated approximately \$20,000 in savings. The amount paid for rental vehicles increased: January 2017 \$25,914 vs. January 2018 \$33,966, an increase of \$8,052. The amount reimbursed for personal vehicle mileage decreased: January 2017 \$43,044 vs. January 2018 \$14,583, a decrease of \$28,461. Additional information on this policy is available at Policy Guidelines for Personal Vehicle Mileage Reimbursement under Travel Services header.



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