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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
Account Code Training for Expenditures	11/8/2017	2:00PM-3:30PM	Doak 153
TechBuy Shopper Training	11/14/2017	1:30PM-4:30PM	Doak 155
Procurement Card Training	11/15/2017	10:00AM-12:00PM	Doak 156
Procure to Pay	11/17/2017	2:45PM-5:00PM	Doak 156
Travel Training for Travel Preparer	11/20/2017	1:30PM-4:00PM	Doak 155
Account Code Training for Expenditures	11/29/2017	2:00PM-3:30PM	Doak 153

Contract Training Reminder

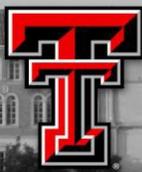
As of October 31st, the Contract Training should have been completed by employees who are authorized to use PCards, shop or approve in TechBuy, and/or anyone with authority to exercise discretion in awarding contracts.

If you have not yet completed the training, you can do so online today. Register in SumTotal. Under the AFISM tab, select the Purchasing link.

Save The Date!

Semi-Annual HUB Training Forum 2017

Join us for our upcoming HUB Training Forum on Wednesday, December 13th, 2017 from 2 pm to 4 pm. Presenter Kellee Smith will cover forecasted construction opportunities, HUB subcontracting information, and will host a construction Q&A, plus much more! This forum will be held at The Innovation Hub at Research Park; 3911 4th Street, Lubbock, 79415. Attendance and parking are free.



Holiday Deadlines

Procurement Services has established the following deadlines for procurement, payables, travel, pcard, and contracting transactions during the Thanksgiving and winter breaks. Procurement Services staffing will be reduced prior to and after these dates. Departments should plan for additional time to process transactions.

TTU will be closed for the following dates during the holidays:

Thanksgiving Break: Closed Thursday, November 23, 2017 and will reopen on Monday, November 27, 2017.

Winter Break: Closed Monday, December 25, 2017 and will reopen on Tuesday, January 2, 2018.

Please Note: These deadlines are in place to guarantee transactions are processed during holiday period. Transactions that occur after these deadlines are permitted but may not be completed prior in a timely manner. Departments should not hold any transactions unless there is a concern about deliveries.

WINTER BREAK PURCHASING DEADLINES: Requisitions not requiring bids may be submitted until December 8, 2017 for goods and services needing delivery prior to the break (this does not include long-lead time delivery items). Urgent transactions must be flagged as urgent in TechBuy and an email must be sent to techbuy.purchasing@ttu.edu. Any transaction requiring an advance payment or deposit must follow the Payment Services deadline.

DELIVERIES: Any shipment that arrives during the Thanksgiving and Winter Break may be returned to the vendor unless special shipping and receiving arrangements are made by the ordering department. It is the department's responsibility to have staff available to receive shipments during the break. Any shipment to Central Receiving or Environmental Health & Safety shall be coordinated with the appropriate area. Deliveries made to an employee's home are a violation of TTU policy.

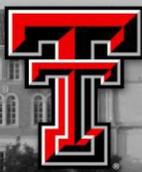
WINTER BREAK PROCUREMENT CARD DEADLINES: There are no holiday deadlines for procurement card transactions except insofar that delivery might occur over the winter break (see DELIVERIES).

WINTER BREAK DIRECT PAY DEADLINES: Direct Pay transactions must be submitted by Friday, December 8, 2017 in order to be paid prior to the break.

WINTER BREAK TRAVEL DEADLINES: Travel applications that require an advance or domestic vouchers requiring payment prior to the break must be received by December 8, 2017. International travel vouchers requiring payment prior to the break must be received in the Travel Services office by Wednesday, December 6, 2017. As a reminder, all international travel requires prior approval of the Office of International Affairs. Please contact travelservices@ttu.edu for additional support.

WINTER BREAK PAYMENT SERVICES DEADLINES: For any vendor payment needed before the winter break, an invoice and required receiving report must be received by Payment Services by Friday, December 8, 2017. Invoices must be scanned and attached to a comment in TechBuy. A comment must be made to Payment Services to notify the team that the documentation has been provided. For additional support, please contact payment.services@ttu.edu.

WINTER BREAK CONTRACTING DEADLINES: Contracts, whether submitted in conjunction with a requisition or by email (expenditure contracts must be submitted with a requisition), must be submitted by Friday, December 1, 2017 in order for review and execution to take place by December 22, 2017. Any contract that is urgent should be flagged as such and an email must be sent to contracting@ttu.edu. Note: any contract that exceeds \$100,000 will require review by the General Counsel and will require additional time to process. Also, any contract for IT services will require review by the office of the CIO.



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, November 15th 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/>

Surplus Warehouse Sale

TTU Surplus Warehouse will have a sale on various items on Wednesday, December 6th, from 1:30-4:00. We have bikes, chairs, filing cabinets, and other various items. Cash and checks will be accepted. No credit cards can be processed at the Warehouse. TTU Surplus Warehouse is located at 4611 Erskine Ave. Purchased items need to be picked up on Wednesday, December 6th before 5 p.m. Please email property.surplus@ttu.edu if you have questions.

For Your Information:

TechBuy will be down for an update from Friday, November 10th at 9:00 pm until Sunday, November 12th at 12:00 pm.



TEXAS TECH UNIVERSITY
Procurement Services™

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