1. Presentation by Abacus

2. Fiscal Year 2013 opened up for purchase order transactions on May 1, 2012. A reminder, that all FY 13 transactions must be entered in TechBuy with an accounting date of 9/1/2012. This is only applicable to non-catalog orders. Punch-out and Hosted catalog orders cannot be entered until the FY 13 budget has opened (in late August – see the link below on the year-end deadline process for more information). Instructions for FY 13 orders can be found on our website at: http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/News/FY%202013%20Purchas e%20Order%20Instructions.pdf.

3. Fiscal Year 2012 Year–End Deadlines

http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/News/Yearend%20Deadlines%20-%202012.pdf

Departments are encouraged to check all open encumbrances on Cognos report FI137. To close purchase order encumbrances, email techbuy.purchasing@ttu.edu.

4. Revision to OP 72.09 – will require 10% discount now instead of 5% for standing/blanket orders up to $25,000

5. Payment Services – Pat Littlefield has recently retired. Marty Adcock has taken a job in another department effective July 9, 2012. Please note that AP is shorthanded at this time. By regulations, we will pay all invoices received within thirty days.

We have hired Dave Welsh as a replacement for Pat Littlefield. Marty’s position is currently posted. Please make sure to email the


The Tech Buy System will be unavailable from Friday, July 20, 2012 at 9 pm until Sunday, July 22, 2012 in order for all upgrades and functionality to be integrated into the TechBuy system. The system will be live again on the evening of July 22, 2012.

7. Staples has reduced the pricing for a carton of copy paper. The current price is $35.77. The new price will be $32.50. This is for the regular copy paper not recycled paper. There will still be opportunities for additional savings for large paper purchases. Please contact tiffany.robinson@staples.com for additional pricing.

8. Fleet Card

The State of Texas has awarded U.S. Bank Voyager a new contract for the fleet management fuel card program. This means that all Comdata cards will be terminated by September 1, 2012. The new cards have been ordered and will be distributed before the end of the fiscal year. You may also periodically check http://www.depts.ttu.edu/procurement/fleet/index.asp for updates. Once the contract is live, we will have a link on our website allowing users to determine what locations/vendors allow the Voyager card. Please contact Hunter Williams at h.williams@ttu.edu should you have any questions.
9. Copiers:

When renewing copiers please see the example below for information needed in the description, internal and external note:

**EXAMPLE**

**Description:** Xerox WC7428P; SERIAL NUMBER: PBB013125, INSTALLED 4-22-10 (48 MONTH LEASE) 20 MONTH LEASE BALANCE.

**Internal & External Notes:** ENCUMBRANCE PURPOSES ONLY: 20 Months Lease Balance

**External Note on the last item:** LEASE PERIOD ON THIS PURCHASE ORDER: FROM: 9/1/2012 TO: 8/31/2013

10. How To Guides on Purchasing & Contracting website are being added and revised at [http://www.depts.ttu.edu/procurement/purchasingContracting/howToGuides/index.asp](http://www.depts.ttu.edu/procurement/purchasingContracting/howToGuides/index.asp) So far we have added the following new guides:

- Banners & Signs
- Books & Reference Materials
- Bus Charters
- Flowers & Decorations
- Food & Entertainment

We’ve completed revisions to:

- Bottled Water Services
- Chemicals & Gases
- Coca Cola Products
- Copiers
- Delivery & Shipping Services
- Departmental Moving Services
- Employee Moving Services
- Employee Reimbursements
- Equipment
- Guest Lodging
- Subscriptions
- Uniforms
- Used Equipment

There are more new How To Guides in the final draft stage that will be added in the next several weeks.

11. Travel Updates

**FY13 Travel**

FY13 Travel Applications cannot be entered in the Travel System until the FY13 budgets are loaded. Once the FY13 budgets are available, advances for prepaid expenses can be processed.

**Gratuities**

Gratuities are **not** a reimbursable expense when using **state funds**.

A traveler may be reimbursed for reasonable tips and gratuities incurred during travel for official business.
Guidelines for tips and gratuities:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport porters</td>
<td>$1 per bag</td>
</tr>
<tr>
<td>Hotel bellmen</td>
<td>$1 per bag</td>
</tr>
<tr>
<td>Restaurant wait staff</td>
<td>18%</td>
</tr>
<tr>
<td>Chambermaids</td>
<td>$1 per night</td>
</tr>
<tr>
<td></td>
<td>$1 for special services</td>
</tr>
<tr>
<td>Valet</td>
<td>$2</td>
</tr>
<tr>
<td>Taxi Drivers</td>
<td>15%</td>
</tr>
</tbody>
</table>

Some lodging establishments and restaurants include a gratuity in the price, in which case an additional, voluntary tip is not reimbursable. Should a gratuity be included by an establishment that is other than 18%, reimbursement will be given based on the establishment’s charge.

**Memberships**

Memberships that are included with the registration fee processed through the Travel System may be included as long as the membership is on the University’s approved membership list. The list is available on the Travel Services Forms page [http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp](http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp). Please include a copy showing that the membership is on the approved list with the voucher. The membership portion should be entered under Other Expenses with the appropriate account.

12. We create and have published a guide for the email preferences in TechBuy. You can find the guidelines on the Purchasing and Contracting website: [http://www.depts.ttu.edu/afism/AFISMSecurity/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Email%20Preferences%20Training%20Guidelines.pdf](http://www.depts.ttu.edu/afism/AFISMSecurity/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Email%20Preferences%20Training%20Guidelines.pdf)

13. Please note that the Vehicle Fleet Insurance billing information is due to Kendra Jackson in Purchasing and Contracting by July 15, 2012. Kendra has sent out a memo to all vehicle contacts. If you have questions or did not receive the memo, please email Kendra.jackson@ttu.edu.

14. We are going to be conducting Friday afternoon workshops this summer. The workshops are intended to allow users to gain one on one time with Purchasing and Contracting staff. This would be beneficial for people who are new to the system, those who use the system infrequently or anyone needing assistance with the fiscal year close or the start of the new fiscal year. The workshops are by reservation only. You may register on the AFISM website: [http://www.depts.ttu.edu/afism/AFISMCourseRegistration/ClassRegistration.aspx](http://www.depts.ttu.edu/afism/AFISMCourseRegistration/ClassRegistration.aspx).

The workshops will be conducted:
- July 20, 2012 from 1-3 pm
- August 3, 2012 from 1-3 pm
- August 10, 2012 from 1-3 pm

15. Future dates for the Procurement Services Forum are (all in 214 at the Ag Sciences Building at 3 pm):

- 7/25/12 3:30 pm - 4:30 pm AGRI 00214
- 8/15/12 3:30 pm - 4:30 pm AGRI 00214