1. Summus Industries

2. At 5:00 pm on January 31, 2013, we will convert over to the HSC Staples punchout. This will result in cost savings for the University. End users should not notice any differences in the new punchout. This is just a notice so that any issues can be reported to TechBuy support if needed. Once we are in the new punchout, there will no longer be a $50 minimum order and no longer be a charge for orders below the minimum amount.

3. **** We have changed the accounts payable email list to reflect the department’s actual name. This will also send to a distribution group rather than one person now allowing for improved customer service. The new email is payment.services@ttu.edu. The accounts.payable@ttu.edu address will only be active until March 31st and then will be inactivated.

4. The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will increase to 56.5 cents per mile, effective Jan. 1 to Dec. 31, 2013. This rate is consistent with the Internal Revenue Service’s standard mileage rate.

5. Please do not forget for TTU and System staff purchasing or contracting support please email: techbuy.purchasing@ttu.edu

6. Reminder that departments should run Cognos report FI038 each month to verify your monthly HUB expenditures. Each department is required to comply with University and State HUB policies. We, as an agency, are expected to reach our annual HUB goals. Failure to do so can result in a loss of appropriated funds. The Administration will also be monitoring departments to verify annual compliance. With the exception of Fisher and Pcard spend, all purchases should be reflected in that monthly report. We have to manually add the Fisher numbers at the end of the bi-annual reporting period.

7. SPAR has requested that employee/student registration fees on grant funds (fund class 12D, 12E, 25B, 25C and fund group 21, 22, 23) are coded to the appropriate 7B account code. 7N0013 should not be used for these fund classes/groups.
   a. 7B0901 In State Registration Fee
   b. 7B1901 Out of State Registration Fee
   c. 7B2901 Foreign Registration Fee

8. All purchase orders especially blanket and standing orders need to be submitted with a complete description. Blanket orders on grant FOPS will all now be routed to SPAR.

9. Michelle Thomas is our inside rep at Michelle_M_thomas@dell.com or John Forshay at John_Forshay@dell.com If you are getting a special pricing quote please ask that is posted to the punch-out. For multiple quantities the quote will need to be for one then you can change the quantity in the shopping basket on the Dell Site.

10. Our new inside Best Buy rep is David Castilla at 612-292-0342 or email: david.castilla@bestbuy.com

11. Our new inside Apple rep is Laura Vencill her email is: lvencill@apple.com
12. Home Depot Hub partnership coming soon. We are currently working on setting up a HUB partner for Home Depot. We will have a procedure for blanket/standing orders for them in the upcoming month. Later in the spring, if Home Depot fulfills their obligations, then we will work on setting up a punchout in TechBuy. Currently the contract is set up for the 50th street store only.

13. Effective March 1, 2013, all lodging expenses that exceed the maximum lodging reimbursement rate will require a **completed Travel Exception Form with the voucher** and claim the overage on a FOP from either local or grant funds (if allowable on the grant).
   - U.S. GSA Federal Per Diem Rates (In and Out of State Travel) [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)
   - If the city is not listed, but the county is listed; use the rate of the county.
   - For areas not listed (city or county), the rates for In and Out of State travel is $77.00
   - Per Diem Rates for Alaska and Hawaii [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
   - International Per Diem Rates [http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78%20)
   - Overages at conference hotels will only require the Traveler’s Signature and the Department Head Signature on the Travel Exception Form
   - For In-State and Out-of-State Travel, the traveler may claim less than the maximum per diem rate of meals and use the amount of the reduction to increase the maximum lodging reimbursement rate. Use of SPAR funds will require the exception form to be submitted
   - Travelers sharing lodging must each submit a travel voucher for reimbursement of their share of the room and may not exceed the per diem rate
   - Contract Hotel Directory Listings for In-State and Out-of-State [http://portal.epa.state.tx.us/hotel/hotel_directory/index.cfm](http://portal.epa.state.tx.us/hotel/hotel_directory/index.cfm)
   - The Travel Exception form is located on the Travel Services website under Forms: [http://www.depts.ttu.edu/procurement/travelservice/index.asp](http://www.depts.ttu.edu/procurement/travelservice/index.asp)
   - Should you have any questions or require additional information, please contact travelservices@ttu.edu

14. The new Patient/Study Participant category is active in Direct Pay. Please select this category to submit payments to participants in research projects, surveys, or studies. Account code 7N3053, Patient and/or Subj Expenses will be used.

Refer to OP 62.25 Payments to Research Participants for types of payment and information required for participation.
15. Guest Lodging update

The State and GSA rate for Lubbock is now $77. Some of the hotels in the program have rates above that amount. If you book at one of these hotels above the $77 amount you will only be allowed to use unrestricted funds to pay for the expense (no state, no grants).

The end-user shall first contact the participating hotel, make a reservation, and get a confirmation number. Here is a list of the hotels currently participating in the program, along with some of the amenities offered:

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Phone #</th>
<th>Rate</th>
<th>Amenities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baymont Inn &amp; Suites</td>
<td>792-5181</td>
<td>$70</td>
<td>extended continental breakfast, shuttle service</td>
</tr>
<tr>
<td>Embassy Suites</td>
<td>771-7000</td>
<td>$119</td>
<td>cooked-to-order breakfast and evening reception, airport shuttle service</td>
</tr>
<tr>
<td>Hawthorn Suites</td>
<td>792-3600</td>
<td>$85</td>
<td>hot breakfast, shuttle service</td>
</tr>
<tr>
<td>La Quinta Inn &amp; Suites Lubbock North</td>
<td>749-1600</td>
<td>$75</td>
<td>extended continental breakfast, shuttle service</td>
</tr>
<tr>
<td>Overton Hotel</td>
<td>776-7000</td>
<td>$77</td>
<td>shuttle service</td>
</tr>
<tr>
<td>Staybridge Suites</td>
<td>765-8900</td>
<td>$85</td>
<td>hot breakfast buffet</td>
</tr>
<tr>
<td>Woodrow House B &amp; B</td>
<td>793-3330</td>
<td>$85</td>
<td>full breakfast</td>
</tr>
</tbody>
</table>

Please note that the rate for Embassy Suites, Hawthorn Suites, Staybridge Suites and Woodrow House are above the State and GSA rate (currently $77 for Lubbock). This rate is allowed on unrestricted funds only.

Also each hotel will only guarantee so many rooms. During times of increased demand, they may not offer the discounted rates. We encourage everyone to reserve rooms as soon as possible.

16. I-Pad coding

ALL Ipads regardless of cost will be coded as 7C0200 – Controlled Assets. This means all ipads (regardless of cost) will now be tagged and inventoried.

All warranties on a separate line item (all that come through the punchout are on a separate line item) will be coded as 7F0021.

17. Don’t forget to do a monthly review of FI137 to view any open encumbrances. If there is an encumbrance that needs to be closed, please email techbuy.purchaisng@ttu.edu. Procurement cannot close salary encumbrance or encumbrances for service centers.

18. VENDOR FAIR – our annual vendor fair will be held on Tuesday, March 26, 2013. We will have great door prizes and will have more vendors this year. There will be breakfast served. DO NOT FORGET TO BRING YOUR BUSINESS CARDS IN ORDER TO PARTICPATE IN THE DOOR PRIZE DRAWINGS.
19. **Voyager Fleet Card-**

Starting 02/01/2013 the Voyager Acceptance Locator will be updated daily by US Bank to reflect any merchants that were added during the business day. Just as a reminder the webpage for the locator is [https://www.fleetcommanderonline.com/app/public/merchantLocator.do](https://www.fleetcommanderonline.com/app/public/merchantLocator.do).

Please verify that the merchant will in fact accept the Voyager card before any services are performed on the vehicle.

Please remember that any vehicle related purchase that is made on the Procurement card must be approved by the Procurement Card office purchasing.pcard@ttu.edu in advance of the purchase.

20. **The TechBuy new release will be live on Sunday, March 24, 2013.** TechBuy will be unavailable from 9 pm central on Friday, March 22nd until 3 pm central on Sunday, March 24th. There will be information about the new release at the March 19th Procurement Services Forum.

21. **Next meetings**

- Tuesday, March 19, 2013 – 3:30-4:30 pm in the Red Raider Lounge
- Wednesday, May 1, 2013 – 3:30-4:30 pm in the Red Raider Lounge