1. Don’t forget to do a weekly review of FI137 to view any open encumbrances until the end of the fiscal year. If there is an encumbrance that needs to be closed, please email techbuy.purchasing@ttu.edu. Procurement cannot close salary encumbrance or encumbrances for service centers.

2. TechBuy work session time (individual appointments for one on one assistance – limit 6 per hour)
   a. August 2, 2013 – 1-3 pm 15 minute appointments are available
   *More sessions will be scheduled if there is a demand.*
   b. A Procure-to-Pay class has been added for 8/8/13. Please go to the AFISM website to register.

3. We have created a new proprietary justification form in Techbuy. Please do not copy from a cart that has the old proprietary justification form. Starting July 1, 2013, all proprietary purchases must be entered on the new form (this includes blankets and federal equipment). The reason for the new form was compliance with State audit findings.

4. August 31 is on a Saturday this year so please plan accordingly. All transactions will be due by 5 pm on the 30th.
   a. Transactions not requiring bids/RFPs using FY 13 funds must be submitted no later than 5:00 pm on August 23, 2013.
   b. Punchout and hosted catalog orders must be placed in time to be received by August 31 (Saturday delivery) therefore the deadline on these will be August 29, 2013. THIS WILL BE A STRICT DEADLINE ON STATE FOAPS AND 200 PROGRAM FOAPS. Purchasing will start changing the accounting date after August 29th.
   c. Purchases against the PCard posted on or before **August 16, 2013** (posted by Citibank and listed on your 8/16/2013 cardholder statement or expense report) will be charged against **FY13 funds**. Any transaction **not** listed on this statement (period ending 8/16/2013) will be processed against **FY14** funds. Reconciliations and supporting documentation for the August 16, 2013 statement (FY 13) are due to the Procurement Card Office by August 26, 2013.
   d. Invoices may be processed against **FY13 funds** until 5:00 p.m. on **Tuesday, September 10, 2013**. Please submit any invoice needing to be paid in **FY13** by **Thursday, September 5, 2013**. Also, if receiving is required on your invoice, you must have receiving entered into Techbuy by **Thursday, September 5, 2013** for an invoice to be paid in **FY13**. Any invoice paid after that date, will be paid on FY14 funds (no exceptions). If an encumbrance was created for the payment in FY 13, that encumbrance and the associated budget will roll forward to FY14.

5. Inventory Certifications – Surplus Inventory

If you have items that need to be sent to surplus, you can now process those electronically through the online Property Inventory System (https://www.fiscal.ttuhs.edu/propinv/). Identify the item on your department’s inventory report and select “Transfer.” Under Department, select “Surplus.” Surplus Management will send a team out to pick up the items. Once items are picked up they will be removed from your department’s inventory.
Step-by-step instructions are available on our website at http://www.depts.ttu.edu/fst/inventory/ on the right
hand side of the page under “Surplus Property.”

If you have items on your departmental inventory that were previously sent to Surplus but are still showing on
your inventory report, please send an email to property.management@ttu.edu for assistance in removing the
items from your departmental inventory.

6. Phoenix is coming! There is a new TechBuy interface that will be rolled out this fall. We will convert all
users by November 1. Training is not mandatory but HIGHLY recommended as the new interface looks
very different from our current format. We have found the new interface is somewhat difficult to navigate
unless you are aware of the changes. The following training sessions are available:
   a. October 28 1:30-2:30 Doak Hall
   b. October 29 10:00-11:00 online training
   c. October 30 1:30-2:30 Doak Hall
   d. October 31 10:00-11:00 online training

   Register for all training classes on the AFISM website. Class sizes are limited.

7. We have four new HUB partnerships:
   Summus/Praxair (punch-out coming soon)
   Technology Assets/GovConnection
   Native Nations/MSC
   LTH/Sexauer


9. Abacus is moving from hosted catalog to a punch-out soon.

10. The GovConnection punch-out will be live with their HUB partner within the next few days.

11. MSC punch-out with their new HUB will be back up soon.

12. Also, a reminder that the TIBH (Texas Industries for Blind and Handicapped) hosted catalog went live on
5/13/13.

13. The PCard Guidelines require all cardholders to annually complete a pcard certification test. All current
   cardholders will be required to take this online test no later than June 1, 2014. An email notification will be
   sent thirty days prior to the due date. A power point with the pcard guidelines overview is available for
   review prior to taking the test. New cardholders will attend an initial training class conducted by the PCard
   Office and will then have a year from the training date to complete the online class.

   The link to the Online PCard Training/Test will be sent to all reconcilers with additional information.

14. Course Fees (16C funds) may not be used for travel expenditures with the exception of travel for guest
   speakers. For a breakdown of allowable and non-allowable purchases for all fund types, please see
   the Listing of Allowable and Non-Allowable Expenditures Based Upon Funding
   Type http://www.depts.ttu.edu/procurement/purchasingContracting/Training%20and%20Work%20Aids/index.asp

15. The owner of Bell Travel Services, Deborah O’Connor is on vacation until August 5th (will reopen on the 5th).

We’ve added four new account codes, effective immediately:
- 7J0029—Prepaid Furniture/Equipment
- 7J0039—Prepaid Computer Equipment
- 7J0059—Prepaid Computer Software
- 7J0099—Prepaid Telecomm Equipment

Don’t forget that all Apple iPads are controlled at any dollar amount. Please use 7C0200 Computer Equipment Controlled.

7N0013 Registration Fees Employees should not be used for SPAR funds. For those funds, use 7B0901, 7B1901 or 7B2901 as appropriate.

7N2001 Awards/Prizes Nontaxable is being inactivated effective September 1. 7N2000 will be used for awards and prizes of any dollar value. (Remember to use 7N3050 for engraving plaques, etc.)

17. New contract rate codes for Avis/Budget
   We announced new contract pricing for Avis and Budget on the UT Alliance. In order to receive this discounted rates you will need to enter the following rate codes when making reservations:
   - Avis Discount - #S828019
   - Budget Discount - #R524119
   Additional car rental agreement codes will be announced

18. Next meeting
   - September 24 @ 3 pm in Red Raider Lounge
   - October 24 @ 3 pm in the Red Raider Lounge
   - November 19 @ 3 pm in the Red Raider Lounge