Procurement Services Announcements
Thursday, December 11, 2014

1. Our guest vendor is Home Depot

2. One-time purchases cannot be submitted on the blanket order form. Blanket purchase orders should only be used for infrequent, repetitive purchases throughout the fiscal year. Also as a reminder state funds of any kind are not allowed on blankets as the State of Texas requires an encumbrance. Blanket orders do not encumber funds.

3. Memberships to Costco’s are not allowed. Costco does not accept the TTU Citibank Card therefore, not purchases can be made at Costco. One time reimbursements will not be made to individuals that make purchases to Costco. A Sam’s Club departmental membership is allowed. Purchases at Sam’s Club are allowed as long as the purchase complies with TTU policies including the mandatory office supply agreement.

4. An accounting date is not required in the billing options on the requisition. The only time an accounting date is required will be on orders for the next fiscal year period. *FY 16 will open on May 1, 2015.*

5. The purchase routing category should be the same for all line items. Please do not give shipping, set up fees and the additional line items a different routing category. In addition, shipping on the same requisition should be coded the same and the goods or equipment.

6. If you need to rent a van or a truck from Enterprise that is not listed on the regular TechBuy direct bill link, you now need to call the Enterprise State Team at 512-912-5500. They have specialists that will help you get an accurate quote. Trucks and vans do not include unlimited mileage like the cars do, so you need to include the estimated mileage and off-road insurance on the quotes and on the requisitions. **15 passenger vans are not allowable.**

7. Food is not allowable on 16C funds per Operating Policy 30.29. [http://www.depts.ttu.edu/opmanual/OP30.29.pdf](http://www.depts.ttu.edu/opmanual/OP30.29.pdf) The purpose of these funds are for academic support.

8. All fireworks must be approved by the E H& S department. This will include for research and display. The vendor will also be required to carry insurance. Any purchase should be coordinated with TechBuy support prior to initiating the requisition.

9. Cancellation letters will need to be issued by the Contracting Office in Procurement Services for all agreements requiring a cancellation letter. Departments should never issue contract cancellation letters. To initiate a cancellation, email purchasing.contracting@ttu.edu.

10. LTH Graybar new delivery plan:

   - **Graybar Truck Shipments** - Graybar will run a truck to Lubbock on Tuesday and Thursday for total load value exceeding $2000.00.

   - **UPS Shipments From Graybar Amarillo and Graybar Service Center** - For small shipments not meeting the Graybar truck shipment requirements, Graybar will ship UPS from Graybar Amarillo, or the Graybar Dallas distribution center, to Texas Tech for no charge- Shipments from Dallas and Amarillo via UPS are next day service.

   - **All other UPS Shipments or Freight** - All shipments from the factory or other Graybar locations, will incur freight charges that will be passed to Texas Tech.
The idea behind this is to get material to you at the lowest possible cost and as frequently as possible. As the vendor accumulates data on the TTU buying patterns, they will adjust the product offering so that they are shipping primarily from stock, out of the Dallas Service Center, further reducing freight expenses and costs.

11. Holiday deadlines memorandum can be found at: http://www.depts.ttu.edu/Procurement/news/Holiday%20Deadlines%20-%202014.pdf

12. Please give Payment Services time to pay invoices. Payment Services usually can process an invoice within 5-10 business days once the invoice is delivered to Payment Services and any required receiving report is completed by the department. If the invoice is a true rush then an exception may be requested by emailing payment.services@ttu.edu. A rush is not justified when a department holds an invoice for 25 days and is attempting to avoid paying late payment interest. Departments should not hold an invoice for more than one week. A new payment plan will be forthcoming in 2015 which will reward vendors for accepting electronic payments and issuing electronic invoices. This may result in payment deadlines being shortened for vendors accepting ACH payments. More information will be provided in the January Procurement Services Forum.

13. For peak and pre-holiday times, typical contracts below $100k should take up to a week as long as the vendor accepts changes we may request. If there is negotiation, it may take longer. For technology contracts in general, the IT department also reviews and comments before contracting reviews, so up to two weeks should be expected as long as the vendor accepts changes quickly. If negotiations occur, could be longer. For contracts exceeding $100k, general counsel will also review and that could take 1-2 weeks extra depending on their load. Contracts greater than $100,000 are also signed by the CFO. All contracts requiring a payment in the current fiscal year must be submitted on a requisition. All other contracts may be submitted by emailing the contract and the routing sheet to purchasing.contracting@ttu.edu.

14. Xerox equipment on the TTU campus are leased and with that lease includes all supplies. Some departments are receiving solicitation calls and emails from suppliers attempting to sell them Xerox copier supplies. Please report any emails/calls like this to techbuy.purchasing@ttu.edu.

15. Staff Changes

- Lesley Washington is now Attorney for Administration and Finance. She will continue her duties in the Contracting office but will have additional responsibilities.
- Hunter Williams has left the department. He will be replaced by Brandon Harper. Brandon starts on December 15th.
- Cynthia Davis is retiring on January 31st. She will be replaced by Patricia Simmons. Pat’s current position of Section Coordinator will be posted next week.
- Jeanine Palmer is retiring on December 31st. Her position is posted but we have not yet hired.
- Phyllis Smith is the new Lead Account Processor in the Pcard office.

16. The next Procure to Pay Class is scheduled for December 17th from 2:30 to 5:00 at Doak Training Room 156.

17. The next Procurement Services Forum will be scheduled for January 21 from 3:30-4:30 in Lubbock Room SUB

Future dates for PS Forums are:
February 25 from 3:30-4:30 in Lubbock Room SUB