1. Today’s vendor guest will be Navajo Furniture. Visit the Navajo website that is specific for TTU at: [http://ttu.navajo-office.com/](http://ttu.navajo-office.com/).

2. Kara Newcomb will discuss Independent Contractor Questionnaires (ICQ forms).

   **Independent Contractor Questionnaire (ICQ)**

   An ICQ is used in conjunction with the information on the payment request to determine if an individual/sole proprietor providing a service can be paid as a contractor. A fully completed ICQ including Financial Manager signature should be attached as a separate document to the requisition in TechBuy. All questions require a Yes/No response and the individual’s requested information including SSN or R#, date of service, and total contract amount should be completed. Please refer to OP 62.37 for guidance on ICQ completion requirements.

   **Payments to Foreign Nationals**

   The Internal Revenue Service requires tax withholding on all payments to foreign nationals who are providing a service in the U.S. unless there is an exception or exemption for tax withholding. Please contact the Tax Office and the Office of International Affairs as soon as you know a foreign national will be visiting the U.S. and will be receiving some type of payment. i.e. guest speaker fee, honorarium, travel reimbursement, payment for collaboration, etc. We will work with you to determine payment options and advise you of any tax that will be withheld from the payment. Please refer to OP 62.11 for information on payments to Nonresident Aliens.

   Please contact the Tax Office with any questions. [tax.forms@ttu.edu](mailto:tax.forms@ttu.edu) or 742-2970

3. The next Account Code Training for Expenditures class will be held April 21st from 11 AM to 12 PM. You may register in the Sum Total System.

4. Travel Operating Policies and Procedures have been updated and posted under Section 79 Travel [http://www.depts.ttu.edu/opmanual/](http://www.depts.ttu.edu/opmanual/) There will be travel review classes available later this spring to go over policy changes and general review of travel processes.

5. Karen Conatser is no longer employed in the pcard team. Please direct all correspondence to [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu)

6. Please do not submit your receipts for travel or pcard on both sides of a piece of paper as this may result in scanning errors.

7. Food and Entertainment purchases are not allowed on NRUF funds (14XXXX) and you will be unable to budget to the 7N4 budget pool.

8. Citibank renewal cards have come in for pcard and travel cards that expire in March and April. The cardholders have been contacted to pick up their replacement cards. A designee may pick up cards with the cardholder’s authorization.
9. Summus/Praxair Punch-out is now live. Praxair sells compressed gasses. The university receives discounted contract pricing through the TechBuy punchout. We also are converting to a flat cylinder charge system. You will be charged an initial amount upon the purchase of the gas but will not be charged a monthly rate on the cylinders. This charge does not apply to cylinders that the university owns.

10. There is a nationwide scam using university information for fake purchase orders. The ship to code will always be a non-university address. Because the universities are not part of the crime we cannot file a complaint with authorities (only the scammed vendor can). The scammers are using information from websites (logos, real names and titles). The key identifier is that our POs are signed by Jennifer Adling and they have a university issued PO number that starts with a P.

11. In collaboration with Property Surplus, the IT Division created “Raider PC Mart,” a voluntary online communication system to facilitate the exchange of computing equipment among TTU departments. Raider PC Mart allows departments to electronically find other departments that may be interested in the outgoing equipment. We invite you to use this service before the equipment is surplused through Property Surplus.

The application allows individuals authorized by the department head to post computer equipment no longer needed in their department, or to review the postings and express interest in equipment posted. While inventory transfer paperwork is a precursor to the exchange, the application allows interested parties to share information and negotiate PC (and peripheral equipment) trades.

As with any equipment transfer, all TTU Operating Policies and Procedures apply. Links to the relevant policies are available on the Raider PC Mart homepage.

Raider PC Mart has the following features and operating principles:

- Computers and related peripheral equipment are posted for 30 days and may be renewed for an additional 30 days;
- Posting departments can include pictures of equipment available for exchange;
- Faculty and staff can elect to receive weekly e-mail notifications of newly posted equipment; and
- The application contains an internal mechanism that allows interested parties to communicate directly.

Please note that Raider PC Mart is a service designed to foster communication and extend the life of TTU’s IT capital investment. Each department is responsible for the terms of the exchange and the condition of the equipment. The system is designed only for the purposes of computing equipment exchange.

Dust off that unneeded computer and post it to Raider PC Mart – recycle and save money! Remember, equipment that is old to one area may be more than sufficient for the needs of another.

[http://www.raiderpcmart.ttu.edu/](http://www.raiderpcmart.ttu.edu/)

12. TechBuy will open for FY 15 orders (orders after September 1st) on May 1, 2014. We will be offering the following training classes for FY 15 order preparation registration will be on the Sum Total Site:

- April 15th 2:30-3:30, Doak Training Room 156
- April 18th 2:30-3:30, Doak Training Room 156
- April 21st 2:30-3:30, Doak Training Room 155
- April 25th 2:30-3:30, Doak Training Room 156
- April 29th 3:00-4:00, Doak Training Room 155
- May 2nd 3:00-4:00, Doak Training Room 156
13. The next Procure to Pay Classes will be held

- March 28th: Doak Training Room 156 from 2:45 to 5:00
- April 30th: Doak Training Room 156 from 2:30 to 5:00
- May 30th: Doak Training Room 156 from 2:30 to 5:00
- June 30th: Doak Training Room 156 from 2:30 to 5:00
- July 30th: Doak Training Room 156 from 2:30 to 5:00

14. The next Procurement Services Forum is scheduled for April 23rd from 3:30-4:30 in the Lubbock Room of the Student Union.