

Procurement Services Announcements
Wednesday, February, 24th, 2016

1. Presentation from Advance graphics
2. Jennifer Adling- New Board Rules, Ethics Policy and Risk Assessment
3. Be aware of scams. Especially for toner and please do not sign anything. This could make it legal. We have so many contracts for toner and you will get HUB credit on most.
4. Reminder from October Announcements - When requesting purchase order closes, please include the vendor name and the amount to be closed. We have had some instances where there has been a typo on the purchase order number provided and we have closed the incorrect order. With additional information provided, it will help us spot check that we are closing the correct amount to the correct vendor.
5. Wards Natural Science and Sargent Welch Scientific are part of VWR Scientific. We have deactivated these two vendor records in Techbuy. All their products are available in the VWR Punch-out and we will get HUB Credit.
6. Reminder that the Procurement Services office issued a Request for Proposal for Promotional Products, Awards, Apparel, and Related Services. As a result of the RFP, Texas Tech has awarded contracts to the following vendors. The contracts are effective immediately. Please request contact pricing when requesting services or products from these vendors.

AHI Enterprises (HUB vendor)
Advanced Graphix (HUB vendor)
CC Creations (HUB vendor)
Amazing Awards (HUB vendor)
Scarborough Specialties (HUB vendor)

Please make efforts to utilize these new contracts. Additional information may be obtained by emailing a request to techbuy.purchasing@ttu.edu

7. The Hyatt Place Lubbock has been added to the guest lodging program. Their amenities include, free internet, free parking, full hot breakfast.
8. Now is a good time to start auditing your open encumbrances, especially monitoring State funds 11, 12 and 14. You can run the FI137 Cognos report for all open encumbrances.

Consumables:

By State policy, consumables must be charged to the fiscal year in which the delivery of the consumable occurred and can reasonably be expected to be consumed. (Paper, pencils, staples, envelopes, etc).

Services:

By State policy, services must be charged to the fiscal year in which the services are rendered. If the services are rendered in multiple fiscal years, then the appropriate portion shall be allocated to each fiscal year.

If these types of funds are not paid by September 10th the funds could be lost. An encumbrance cannot be created just to save funds.

9. Paperless travel feature in the online Travel System is scheduled to be available February 1st. Instructions for using this feature information will be sent out prior to the implementation.
10. The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective January 1, 2016 to December 31, 2016 is **54.0 cents per mile**. This is a 3.5 cent decrease from the current rate of 57.5 cents per mile.

Reminder: If mileage reimbursement crosses the end of the calendar year (2015 and 2016), list as two separate lines on the voucher so that the correct rate is processed in the travel system.

11. Use of the State of Texas Travel Card for **charges other than official state business** is a direct violation of the State's contract with CitiBank, Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program's rule [1 TAC §125.9(a)] and, therefore, a misapplication of the state-issued card. Card misuse may result in cancellation of the Card and/or Cardholder may be subject to disciplinary action up to and including termination of employment.

12. We have a Procure to Pay Class scheduled for:
 - 2/2516

Registration is available in the Sum Total System <http://webapps.tosm.ttu.edu/itts/sumtotalsystems>

13. Procurement Services Forum – below are the dates for the PS Forum for Spring 2016

March 23rd
May 4th