**Procurement Services Announcements**

**Wednesday, January, 13th, 2016**

1. Presentation with Kate McKee, from VWR Inc.
2. New Contract Routing Sheet and proper routing-Josh Deleon, TTU Contracting Office
3. Receiving- Todd Smith, TTU Payment Services.
4. The receiving process is not automated in Techbuy. When you enter a receipt Payment Services will not know that you have done this unless you send a comment. This is extremely important when attaching an invoice for payment.
5. 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](mailto:techbuy.purchasing@ttu.edu)

1. Reminder to everyone that the Export Control approval from OIA is mandatory for international guest travel. International guests (including prospective employees) coming to TTU must be approved by OIA prior to the trip or the booking of any travel service in TechBuy.  This requirement was put in place effective 11/1/15 and applies to all international guests, including those from Canada and Mexico.  When you first find out that an international guest is planning on coming to TTU, you will need to contact Michael Johnson, [Michael.johnson@ttu.edu](mailto:Michael.johnson@ttu.edu)  with OIA or email [travel.oia@ttu](mailto:travel.oia@ttu)  to request approval for the guest’s travel.  You will be required to provide the guest’s name, corporation/university affiliation, and any equipment/supplies they may be planning on bringing to TTU.   If the international guest’s is approved by OIA you can proceed with the arrangement of the travel plans.  You will need to attach the OIA approval email to all requisitions pertaining to the guest’s travel, speaker fees, etc.  Please note that Bell Travel & National Travel requisitions for airfare will not be processed without OIA approval attached to the requisition.  The requisition will be returned until OIA approval is attached.  Furthermore, if the travel is not approved prior to the trip, TTU will no longer reimburse international guests for their travel expenses. We are working on the How-to Guide for International Guest Travel and it will be posted on the Procurement Services website along with the OIA form to request export control approval.
2. 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.

1. 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.
2. 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.

1. 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.
2. We have a Procure to Pay Class scheduled for:
   * 1/29/16

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

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

February 24th

March 23rd (tentative date change)

May 4th