Procurement Services Announcements  
Wednesday, June, 2016

1. Fiscal year 17 is right around the corner and now is the time to get prepared. The year-end deadlines are posted on our website at; 2016 Year End Deadlines. Techbuy opened for FY 17 transactions on May 1, 2016.

2. Review Cognos Report FI137 for your open encumbrances. Please make sure all invoices have been paid prior to requesting a close. When requesting purchase order closes, include the vendor name, purchase order number and the amount to be closed. If requesting a partial release, please indicate this as well. You can also verify payment on Cognos Report FI030. This is a great report to run as it will show the encumbrance details, including payments made.

3. With the start of FY 17 we will begin to fax or email copies of the blanket orders to the vendors just like the regular purchase orders. Please start putting a complete description on all your blanket orders. This has not been done in the past and should aid the vendors with billing and shipments.

4. We are currently working with Sciquest on a workflow audit. We are performing an audit on all work flows in Techbuy to make sure they are still needed and working correctly. As we get further along we will keep everyone posted. This way you can monitor that all workflows are working correctly. One change will be to have separate folders for current year orders and new fiscal year orders.

5. We are making Progress on revising the ship to addresses in Techbuy to an actual location address. This project requires coordination between TTU, the US Postmaster, the vendors, and the delivery companies. Please continue to use the existing ship-to addresses until the project is completed. We have moved the completion to the start of June. Procurement Services will make additional announcements as the project nears completion.

6. New Contracts! We now have contracted through the RFP process with United Supermarkets for floral arrangements and related products along with Grocery and specialty food items. The contact person is Mary Myers 806-791-8114.

7. We are encouraging the use of our Vendor/Contractor Performance Form on our website. This is available for large contracts or if you are having issues with a vendor or just a really good experience with a vendor. We are in the process of revising this form and will start submitting to the state. These can be completed and then sent to Techbuy Support.

8. We have just renewed two contracts with the UT Alliance Cooperative. Marathon Fitness (HUB) for fitness equipment and the Remi Group for a guarantee of 27% savings over existing OEM (original equipment manufacturer). For additional information please email Techbuy Support.

9. Our Small Business Expo was a huge success with record attendance. We would like to extend our appreciation to all of you that attended and if you didn't then we hope to see you next year.

10. Reminder that the Procurement Services Office has moved back to 347 Drane Hall. All deliveries should be delivered to this room.

11. Receiving threshold had been changed to $10,000, previously it was $5,000.
12. OIA now has the capability of viewing uploaded documentation in the Online Travel System. Please electronically submit your student release and insurance forms when submitting International Applications. OIA also asked that we remind travel preparers that an email address is not sufficient for a destination contact name.

13. Due to reports that security wait times are now much longer than usual, we are now allowing departure time to be entered two hours prior to actual flight time.

14. Hertz has provided an updated rate sheet. All TTU Rental Car information can be found in the Online Travel System under Help >> Links >> TTU Rental Car Rates https://www.fiscal.ttuhs.edu/travel2/

Please review each site for personal rental car use – different contract numbers are used and insurance and liability are not covered.

15. The traveler’s supervisor according to Banner HR data is now defaulted on the supervisor search/selection page on the application. If the defaulted supervisor is not correct, you may still search and select another individual.

In addition, the traveler’s HR supervisor is now displayed on the coversheet immediately below the selected travel supervisor’s signature line. In cases where the traveler does not have a supervisor (student, prospective employee, etc.), this will show “n/a”.

16. The volume of travel documents we are receiving is very heavy currently and we work them in the order we receive them. With the heavy volume, it is currently taking us 7 – 10 business days to process vouchers. We are asking travel preparers to please assist us by providing all the necessary information that is required to expedite the vouchers. You may also check to see how many vouchers we are currently processing on the Online Travel System Home Page. This will give you an idea of how long it may take for your voucher to get approved.

17. The Bindery has been added to the Pre-Approved Service List for pcards. A complete list is available at http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp

18. The 4/4 through 5/3 Pcard Billing Cycle is now available for reconciliation. Expense reports and receipts will be due in the Pcard office (Room 347 Drane Hall or MS 1094) by May 16, 2016 (since the 15th falls on a Sunday).

19. We have a Procure to Pay Class scheduled for:

   6/27/16 Doak Training Room 156, 2:45- 5:00

   Registration is available in the Sum Total System Sum Total Registration

20. Procurement Services Forums will start back in the fall