

Procurement Services Announcements
Wednesday, March 23, 2016

1. Presentation by Advance Graphix
2. Presentation from Justin Noble, Office of Audit Services. Fraud Prevention training classes are available for the dates listed below. Registration is available in the Sum Total System <http://webapps.tosm.ttu.edu/itts/sumtotalsystems>
 - April 19, 2016 1:00 – 3:30
 - April 21, 2016 1:00 – 3:30
 - April 22, 2016 9:00 – 11:30
3. Be aware of purchasing scams. Especially for toner and please do not sign anything. This may create an obligation that you may be held personally liable. TTU has several contracts for toner and many of these will provide HUB credit.
4. Reminder from October Announcements - When requesting purchase order closes, include the vendor name and the amount to be closed. In some instances where there has been incorrect information provided and the wrong order has been closed. With additional information provided, it will help clarify the correct information.
5. All products in the Wards Natural Science and Sargent Welch Scientific catalogs are available through VWR Scientific punch-out in TechBuy. The two vendor records have been inactivated in Techbuy. HUB credit will be provided on all purchases. Please email techbuy.purchasing@ttu.edu for questions.
6. The Hyatt Place Lubbock has been added to the guest lodging program. Their amenities include, free internet, free parking, full hot breakfast.
7. We will be 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 anticipate completion near the start of May. Procurement Services will make additional announcements as the project nears completion.
8. The SciQuest New Release 16.1 will be in production Monday, April 11th therefore Techbuy will be down the weekend before starting April 8th at 8:00pm through April 10th at 12:00pm. We will let you know about any changes that will affect you at a later date.
9. Fiscal year 17 is right around the corner and the year-end deadlines are now posted. <http://www.depts.ttu.edu/procurement/documents/2016-year-end-deadlines.pdf> Techbuy will open for FY 17 transactions on May 1, 2016. In the next few weeks, we will make an announcement about the FY 2016 year-end training classes that will be available.
10. The Procurement Services office has moved back to 347 Drane Hall. All deliveries should be delivered to this room. Mary Hernandez will be retiring at the end of March. Jill Carman will begin in her new position as administrative assistant on March 28th.
11. Approximately 90% of travel is being submitted electronically. Electronic submission will be mandatory for all FY17 travel. A few reminders about using the electronic features:
 - Travelers will not be able to sign their voucher until the Electronic Documentation checkbox is marked certifying that the original receipts were submitted to the Travel Preparer.
 - In cases where there are no receipts to submit, you may upload a document advising that no receipts will be submitted, or submit a comment in the online travel system. Either of these will alert Travel Services that your voucher is ready for review.

- If there is a balance due to the University, Travel Services will not be able to process the travel voucher until the check or money order is received in the Travel Office.
- Check the Status and Email History in the online Travel System under Reports. Once the status “shows Voucher Received by Travel Office” it is ready for Travel Services review and approval.
- Vouchers will be returned if all of the supporting documentation for expenses claimed are not submitted with the voucher. All signatures will need to be obtained prior to resubmitting.
- Complete instructions for electronic submission are available at <http://www.depts.ttu.edu/procurement/travelservice/workaids.asp>

12. FY17 Travel Applications that require advances for prepaid expenses or transportation requests may be entered in the Travel System with the following restrictions/conditions:

- No State FOP’s may be used (funds that begin with 11, 12, 13 or 14)
- No Multi Year (SPAR and Plant) FOP’s may be used (funds that begin with 19, 21, 22, 23, 29, 39 and 91)
- FOP elements must be valid (will be a valid budget for FY17)

The applications will be held in the Travel System until FY17 budgets are loaded and all pending encumbrances will then be processed. FOPs may be changed to the appropriate funding when vouchers are entered.

13. Revisions are being made to the Travel Application to add the OIA required fields for Export Control for International Travel. These should be available within the next 30 days. Applications that need to be cancelled that have already obtained OIA approval, need to reference that original trip so approval can be verified.
14. Purchase of Business Select airfare is not reimbursable without an approved Travel Exception form. Please don’t allow travelers using transportation requests to purchase without preapproval.
15. Enterprise Rental Car has advised that there were TTU students using the University rental car agreement for personal use. Rental car information, including for personal use, is available in the Online Travel System under Help >> Links.
16. We are changing the annual requirement for a pcard review/test to prior to card renewal. All new cardholders will continue to take a physical class prior to card issuance.
17. Please include a printed name for the individuals signing pcard expense reports in order for us to verify signature authority.
18. We have a Procure to Pay Class scheduled for:

3/29/16

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

19. Procurement Services Forum – below is the date of the next forum

May 4th