1. Guest Vendor- Tyler Carson Enterprise/National Rental Car

2. Guest Speaker- Katie Wilkerson foreign visitors and ICQ reminders

3. Happy New Year! We have almost completed another fiscal year end. Thank you for your patience as the final budgets are being loaded this week. You will now be receiving comments from us on the orders that are failing in Techbuy. We will work closely with you to get these cleared up as soon as possible. Just a reminder that starting 9/1/2016 all of the 16 funds will now be FOAP budgeted.

4. Due to the number of Punch-out orders that were being submitted for FY 17 prior to September 1, a workflow was established to stop them. If you noticed the Punch-out orders that normally go straight through the system are now stopping in a folder called Year-end Punch-out review. Before we turn the workflow off for the new fiscal year, we wanted to address the account codes on these orders. TC0010 is not a default account code that should be used on all punch-out orders, especially for computers! Please code the items as you do on the non-catalog orders. Attached is a guideline to assist.

5. It is highly recommended not to purchase technology and furniture from Staples. Please check our other contracts for these items. For example, Abacus and SHI for technology products and Navajo, Built for Dreams for furniture. If you need assistance in finding our contracts, please contact Techbuy Support at techbuy.purchasing@ttu.edu

6. It's that time of the year again with school back in and the planning of events. For the rental and use of Inflatable Amusement Rides for any/all TTUS authorized events, to legally operate in Texas the owner and operator must be licensed and have insurance. They also must meet other certain requirements. Please see the attached guidelines to assist.

7. Any modifications you plan to make to a TTU building that will not be performed by the Operations Department, for example wiring, plumbing, electrical, painting, installation of security systems, renovations of any kind will require a self-help approval from Operations. This is in accordance with OP 61.35. If a requisition is submitted prior to this approval, it will not be processed and likely returned back until the project is approved.

8. For any University-owned motor vehicles, off-road utility vehicles (such as golf carts, etc.) trailers, and semi-trailers will have “Texas Tech University” painted and/or stenciled in black letters on both sides. Any vehicle wraps or additional decals of the Texas Tech University seal and double T may not be used without approval. Please refer to OP 80.01 or send questions to Amy Lewis.

9. To be in compliance with OP 61.29 for Furniture, Floor Covering, Wall Covering, Window Treatment and other Interior Design Services. All departmental requests for furniture, floor covering, wall covering, window treatment, and other interior finishes must be reviewed by FP&C/ODES. We are currently obtaining David Chapa’s approvals on all furniture orders. This is currently being handled by using the comment feature in Techbuy.
10. New Contracts!

**Building maintenance and repair, trades, and related services:**

- Anthony Mechanical, Inc.
- Carpet Tech
- Centennial Moisture Control, Inc.
- Flynn Southwest LP
- GPNA Lubbock, Inc. (Glass Doctor of Lubbock)
- JNI Contractors
- LVR Carpet Center
- Robinson General Contractors, Inc.
- TDIIndustries
- Texas Blind Manufacturer
- Turfmaster Irrigation and Landscaping
- Veliz Company LLC
- West Techs Chill Water Specialist LLC
- West Texas Glaziers
- Western Building Specialties, Inc.

**Photography Services:**

- Captivated Images
- CjDuncan Photography
- John Weast Photography
- Michael Strong
- Norvelle Emery Kennedy

**Window Cleaning:**

- Caprock Window Cleaning
- Houston Tower Services
- Squeegee Squad
- Clean & Bright Window Cleaning and More (HUB)


12. Changes in our department. Jill Carman our Administrative Assistant, has accepted a position within our Contracting Office. Nicole Thoresen has been hired as her replacement and Kristal Wilson has joined our team to assist with all reporting and HUB requirements.
13. PCard Guideline Changes

1) Services under $500 are allowed on the pcard and will not be counted as a policy violation. We will still consider the following services as violations regardless of the transaction amount:
   - Services to an Individual. These need to be processed in TechBuy with an Independent Contractor Questionnaire.
   - Promotional items that require a TTU logo. These will need to be processed in TechBuy in order to obtain approval from Communications and Marketing. Please see the Promotional Items How To Guide on the Procurement Services Website under Resources >> How To Guides >> Purchasing.
   - Foreign Services with the exception of Page Charges

We will continue to allow vehicle repairs, if the Voyager card is not accepted, up to the single purchase limit of $2,000. Please document that the Voyager card was not accepted with your reconciliation.

Exceptions to the above would require pre-approval by the Pcard Office purchasing.pcard@ttu.edu

2) iPads were controlled regardless of cost and now will only be controlled if over $500
3) Drones are not allowed to be purchased without obtaining prior approval from the TTU Chief of Police (see OP 76.07).

14. GCMS Issues

1. Some individuals are having trouble running v1 Expense Reports. We are recommending that v2 is run.
2. If you are having trouble logging into GCMS, please make sure you:
   i. Are accessing through Raiderlink A&F Work Tools Tab
   ii. Closing your browser and starting again if you receive an invalid login (sometime deleting cookies helps)
   iii. Contact us to send you a new password
   iv. The system is no longer prompting you to change your password after a temporary one is used. You will need to go into My Profile (person icon/upper right) to change.

15. Please make sure all of your cardholders have established a Personal Identification Number (PIN) for their PCard or Travel cards. The PIN is required for use in stores that have Chip and PIN capabilities.

16. All travel will need to be submitted electronically. Travel Services will no longer accept paper submission (including advance documentation). Instructions for Attaching Documents in the Online Travel System are available at http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/ under Travel Services. If no documentation is required with the voucher, please type a Comment in the Online Travel System to let Travel Services know that the voucher is ready for their review and approval.

17. Texas In-State lodging, for locations other than those listed with specified rates on the GSA website, is limited to $85 if using appropriated funding (funds that begin with 11, 12, and 14). This is the rate set by legislation. The GSA rate for these same locations is $91 beginning October 1st. We will allow the $91 rate without an exception form for these locations when using institutional funds; however, the travel system will be set at the $85 rate to be in compliance with appropriated funding.

18. Lydia Mecalco is retiring after 34 years of service to TTU on September 30th.
19. Accounts Payable Announcement on invoices and comments;
   1. Paper invoices sent through campus mail. I would be better if the departments would instead
      attach these to the P0 and request for payment.
   2. Multiple invoices per comment. Please only attach 1 invoice per comment
   3. Multiple emails (comments on P0) please uncheck all names and only send a comment to
      payment services.

20. We have a Procure to Pay Classes scheduled for: the rest of the fall. Please go to Sum Total to see the dates
    and to register. The next class is this week;

   9/16/16 Doak Training Room 156, 2:45- 5:00

   Registration is available in the Sum Total System Sum Total Registration. Other Procurement classes
   available for registration:
   Account Code Training For Expenditures
   9/15, 10/13, 11/18

   Travel Training for Travel Preparer
   9/27, 10/13, 10/25

   PCard Training for the Cardholder and Reconciler 9/27

21. Procurement Services (PS) has a new website http://www.depts.tru.edu/procurement/ The website can be
    accessed through RaiderLink A&F Work Tools Tab under Procurement Services. By scrolling down on the
    main page of the PS Website, you can access the home page for each division within Procurement Services.
    Click on Resources to access FAQs, Forms, How-to Guides and Training & Workaids. After making a
    selection, select the appropriate division (For Example: Forms >> Travel >> Travel Exception Form).
    The Membership List is located under Resources. Procurement Services Forum minutes can be accessed
    from the PS Home Page.

22. The following Procurement Services Forums have been scheduled for the following dates;

   Oct 19, 2016, 3:30 PM - 4:30 PM Lubbock Room
   Nov 9, 2016, 3:30 PM - 4:30 PM Lubbock Room
   Dec 7, 2016, 3:30 PM - 4:30 PM Lubbock Room
   Jan 18, 2017, 3:30 PM - 4:30 PM Lubbock Room
   Feb 15, 2017, 3:30 PM - 4:30 PM Lubbock Room
   Mar 22, 2017, 3:30 PM - 4:30 PM Lubbock Room
   Apr 19, 2017, 3:30 PM - 4:30 PM Lubbock Room
   May 17, 2017, 3:30 PM - 4:30 PM Lubbock Room

23. Executive Card Training second half of October. Final date to be announced soon.
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<th>Consumables 7C0010</th>
<th>Consumables Non-Office 7C0011</th>
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<td>Light bulbs</td>
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<td>Pencils</td>
<td>Soap</td>
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<th>Bottled Water/Coffee 7N4000</th>
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<td>Coffee K-Cups</td>
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- Consumable means a good that perishes with use and that, under usual circumstances, will be entirely used during the fiscal year in which it is purchased.

- Non Consumable means a good (as small lab equipment, furniture and computers) that may be used without altering its substance except for natural deterioration over time.

- Controlled Assets have a value between $500 and $5,000 for that asset type.
  - Hand guns, rifles are controlled at any dollar amount.
  - Controlled assets include stereo systems, cameras, video recorders, desktop CPU’s, projectors, tasers, iPads and portable CPU’s (account codes 7C0190 and 7C0200).

Please see the comprehensive account code descriptions on our website.

https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/
Rental and Use of Inflatable Amusement Rides at any/all TTUS authorized events.

In order to legally operate in Texas an amusement ride owner and operator, is required by Texas Department of Insurance (TDI) to have the following:

- Inspection Certificate (AR-100)
- Compliance Sticker
- General Liability Insurance limits of at least $1,000,000 per occurrence

Effective Immediately:

In order to rent or contract for the use of an inflatable at any TTUHSC authorized event the owner operator must demonstrate compliance with TDI and State rules by presenting the following:

The operator of the inflatable must produce the following to demonstrate compliance with State rules:

1. A current certificate of insurance with general liability limits of at least $1,000,000 per occurrence with the appropriate component as certificate holder.
2. A copy of the current inspection certificate.
3. A copy or photograph of the compliance sticker for each inflatable to be used.

For more information on the Texas Department of Insurance requirements can be found at, http://www.tdi.texas.gov/commercial/ICamuseinfo.html

Questions concerning the processing of rental agreements and Techbuy requisitions can be directed to the Purchasing office at techbuy.purchasing@ttu.edu or 806-742-3844.
Payroll & Tax Services

Katie Willerson - Chief Accountant
Billy Boone - Section Manager
Kara Newcomb - Managing Director
Visiting Foreign Nationals
When to contact Tax Compliance & Reporting

- Note: primary concern is foreign visitors who will be present in the U.S.
- Foreign visitors who receive travel grants (reimbursed or paid on behalf)
- Foreign visitors who will not receive compensation
- Volunteers
- Purpose and length of visit
Independent Contractor Questionnaires
o Each NEW instance of services by one of the above unless a blanket order was submitted

o See OP 62.37 for guidelines and fillable PDF

o Sole Proprietorships performing services

o Individuals performing services

When is an ICG Required?
○ We review as a whole
○ Use most updated version, found in OP 62.37
○ ICG information should be consistent with the requisition
○ Requires signatures from both individual and financial manager
○ ICG needs to be completed by the INDIVIDUAL
○ All questions need to be answered