

Procurement Services Announcements
Wednesday, May 17, 2017

1. Guest Vendor- Steelcase Robert Rangel and HUB Partner- West Office-Jamie Hernandez
2. Guest Speaker-Billy Boone -Tax Office
3. Guest Speaker-Jennifer Adling-Contract Training
4. As a reminder, chemicals are shipped to Central Receiving, radioactive materials ship to EH&S, and gases are shipped directly to your department. There have been issues lately with the incorrect ship to address being used. This can delay your order. We are also working on a guide to post to the website to be used for reference. Any questions may be directed to TechBuy Support.
5. Techbuy opened up for FY 2018 on May 1. On your requisitions, you must have 9/1/2017 in the accounting date otherwise the order will go through as the current fiscal year. The deadlines for FY 17 are posted on the website. There is one more year-end training classes available in Sum Total.
6. A proprietary purchase (also known as a sole source or JPP) is one in which a product or service is available **only** from one vendor. A proprietary purchase is justified only when an equivalent product or service competition is not available. The written justification must include:
 - Explanation of why the unique specifications for the good or service are required
 - Details on the unique features of the good or service
 - Reason that competing products or services are not satisfactory
 - Any other relevant information to support the sole source documentation

It could be that a vendor holds a patent or copyright for a particular product. Personal preferences for certain brands or products does not adequately justify limiting competition. Price can never be a determining factor and Personal preferences for certain brands or products does not adequately justify limiting competition. A sole source is not required less than \$15,000.00

7. The use of cooperative purchasing contracts can save time and often provide best value for our institution. Although cooperative contracts provide an important and valuable resource, not all cooperative contracts are created equal. Purchasing has developed a vetting process which identifies the cooperative contracts that provide the best value goods and services, a risk analysis measure that evaluates the qualifications of the vendor, and a fiscal impact analysis. Please note that Purchasing is now conducting these analyses on all new cooperative contracts to identify contracts and vendors that meet these criteria.
8. Contracting Deadlines and Notes
 - FY 17 expenditures/revenue, Less than \$100,000 on/before Monday, July 17, 2017
 - FY 17 expenditures/revenue, Greater than \$100,000 on/before Wednesday, June 28, 2017
 - FY 18 expenditures/revenue, Less than \$100,000 on/before Monday, July 31, 2017
 - FY 18 expenditures/revenue, Greater than \$100,000 on/before Wednesday, July 5, 2017
 - To be on the safe side, it's best to get them to contracting prior to July 1st if at all possible.
 - -For any FY17/FY18 expenditure contract, must have requisition in place along with a signed contract routing sheet before we will start review.
 - -For any revenue contract, must submit to contracting@ttu.edu along with a signed contract routing sheet. Also include estimated amount of revenue and the receiving FOP.

- -Remember to not sign any contract that binds TTU or you may be held liable for any obligations.
- -Due to end of fiscal year, please expect some delays especially IT and any contract over \$100,000.

9. The Vendor Services team is working to add/update new/current vendors into the systems as quickly as possible. There are some common errors seen on the vendor forms that require follow up requests with the vendor and slow the process down. The following errors are most commonly seen when processing new vendor paperwork:

- Page 1 Section B: No address or phone/fax numbers.
- Page 2 Section C: No email address.
- Page 2 Section E: No signature on the required signature field.
- Page 2 Section F: No answer selected (Yes or No)
- Page 3 Section I: No signature to approve their direct deposit setup.

If you would please help us and do a cursory review of the vendor forms before they are sent over it would be a tremendous help, and would allow us to process your requests much quicker. We appreciate your help with this matter and we are always here to assist you.

10. FY18 Travel Applications that require advances for prepaid expenses or transportation requests may be entered in the Travel System under the following restrictions/conditions:

- No State FOP's may be used (funds that begin with 11, 12, 13, 14).
- No Multi Year FOP's (funds that begin with 19, 21, 22, 23, 29, 39 and 91).
- FOP must have a valid budget for FY18

The applications will be held in the Travel System until FY18 budgets are loaded and all pending encumbrances will then be processed. FOPs may be changed to alternate funding when vouchers are entered if necessary.

11. Over 1,000 Intercontinental Hotel Group hotels were hit by a data breach. Anyone using one of their hotels in the past year should pay close attention to their credit card statements. Some of the hotels possibly effected are Candlewood Suites, Crowne Plaza, Holiday Inns and Staybridge Suites.

<https://www.engadget.com/2017/04/20/intercontinental-data-breach/>

12. We are encouraging everyone to establish direct deposit for their travel reimbursements. This can be done in the Employee Tab in Raiderlink under Update My Direct Deposit >> Employee Reimbursement Account. Students can update through Student Business Services.

13. Office of International Affairs (OIA) has asked that we remind people that they must have a Destination Contact Name on foreign travel applications. Also when a student applies for international travel, they are required to fill out the Release and Indemnification Agreement and the Emergency Contact Information sheet. These forms can be found at <http://www.depts.ttu.edu/international/intlopr/intltravel.php> and need to be emailed to oia@ttu.edu.

14. Credits on pcard must be allocated to the same FOAP that was initially charged. Updates are made in GCMS for any FOP or account code changes.

15. We are receiving many incomplete pcard reconciliations – missing receipts, have taxes, etc. It is the reconciler's responsibility to turn in complete reports to avoid policy violations.

16. Year End Deadlines for PCard and Travel

- PCard – Transactions posted by 8/11 will be charged against FY17 Funds.
- Travel – Applications and Vouchers by 9/1 to ensure processed against FY17 Funds.

17. We have Procure to Pay Classes scheduled as below:

Starting from May 19th, 2017 through December. Please see SumTotal

Account Code Training for Expenditures 6/7/17; 6/21/17

PCard Training 5/30/17

Travel Training for the Travel Preparer 6/13/17

Registration is available in the Sum Total System [Sum Total Registration](#).

18. Vendor HUB Training Event, June 15th at 2:00 – 4:00 pm (United Supermarket Arena)

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

August 2, 2017, 3:30 PM - 4:30 PM in the Human Sciences Building Room 174