

Procurement Services Announcements
Wednesday, January 18, 2017

1. Guest Vendor- Grainger-Jesse Garza
2. Guest Speaker- Carey Hewett-Operations
3. Guest Speaker-Elizabeth Young – Ship to address update

As many of you may have seen, the new ship to addresses have been rolled out to campus. Please work to get your ship tos updated to the new ones. All ship to addresses must be updated, even if it had a physical address prior to the update. If you are having troubles with processing the update, we have a guide on our website: [Managing Ship to Addresses](#), you may email TechBuy Support: techbuy.purchasing@ttu.edu, or we will have some user profile classes coming up. Please watch SumTotal for dates and times. The old addresses will be phased out and inactivated by August 31st. Websites should also be updated with the physical addresses.

4. Payment Services is now doing a purchase order flip in Techbuy for payments. For notification of payment end user will need to make for sure their Accounts Payable notification preference is turned on. Here is the link to the [Email Preferences Training Guide](#). The email sent out is automated and only the owner of the order will receive it.

User Name **RTC563**

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- Administration & Integration
- Shopping, Carts & Requisitions
- Purchase Orders
- Catalog Management
- Accounts Payable
- Contracts
- Supplies Manager
- Sourcing Director

Notification Preferences: Accounts Payable

Prepared By - PO Requires Receipt notice ?	None
PO Requires Receipt notice ?	Email & Notification
Prepared By - Invoice Requires Receipt notice ?	None
Invoice Requires Receipt notice ?	None
Prepared By - Receipt reminder notification ?	None
Receipt reminder notification ?	None
Invoice submitted into Workflow ?	None
Invoice Workflow complete ?	None
Invoice line item(s) rejected ?	None
Invoice rejected ?	Email & Notification
Invoice returned ?	Email & Notification
New Message - Payment ?	None

5. Surplus Property Warehouse hours: 1:30 to 3:00 on Tuesday. Address, 4611 Erskine
6. Reminder-New bid limits effective January 1st!

\$15,000.00-anything below \$15,000.00 will not require bids. It is still a best practice to get a quote and compare pricing with our contracted vendors.

\$15,000.00 to \$40,000.00-At least three informal bids/quotes are required, two of the three must be from Texas Certified HUBS.

Above \$40,000.00- Formal bid/RFP will be required unless it is an exempt purchase or on a contract of any kind.
7. Reminder-Discount letters will remain at \$30,000.00. We are currently evaluating all discount letters for spend and will be looking at doing RFP's for contracts for the goods and services they are for. We will no longer allow a discount letter anything we have a current contract for (example-promo items and printing).
8. We are now getting a 10% discount on Varidesk due to the volume. The discount should be mentioned when requesting a quote. This applies only through purchase orders and not on the Pcard.
9. We have new Bus Charter contracts with King's Highway, Clark Travel Enterprises, Coach USA and All Aboard America and we are still working on one more.
10. Mark your calendars for this year's Small Business Expo on Wednesday, May 3, 2017 at the McKenzie-Merket Alumni Center.
11. Allowable/Non-Allowable Expenses by Fund Type document is available at <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/> under Purchasing >> Requisition & Purchase Order Accounting Guides.
12. The Amazon Business Account for use with TTU Pcards has been established and invitations will be sent from Amazon next week. Departments are reminded that we still have many beneficial contracts that we have access to in TechBuy. It is the department's responsibility to ensure conservation of funds by seeking the best value.

For departments that already have an Amazon Business Account, you will be able to migrate to the Central Business Account we are establishing. The departmental order history will also migrate. This can be accomplished when you accept the invitation from Amazon Business (instructions will be provided with the invitation).

Personal purchases will not be permitted when ordering with a ttu.edu email address. All employees making personal purchases with Amazon will need to change to a personal email address. This can also be accomplished when you accept the invitation from Amazon Business (instruction will be provided with the invitation).

All PCard rules will continue to be applied:

- Single purchases cannot exceed the \$2,000 pcard limit;
- No office supplies can be purchased that are on the mandatory Staples contract;
- No controlled purchases (computers, projectors, etc. over \$500);
- No chemicals or gases can be purchased;
- No shipping to home addresses; and
- No personal purchases allowed using the business account.

13. Staples Lubbock store is closing February 11, 2017. Please do not infer from that closing an exception to our office supply contract and proceed to make purchases from another office supply retailer. Office supplies should be purchased through the Staples punch-out in TechBuy for delivery the next working day. Exceptions must still be granted prior to making a purchase of office supplies elsewhere. Requests for exceptions must be in writing from Procurement Services. Please note that exceptions will only be granted for extreme circumstances.

14. Dominos has asked us to request that you call in orders instead of ordering online for orders from the Lubbock stores. This is to accommodate tax exempt options.

15. There have been some findings by the State Auditor's office for non-conservation of state funds for use of personal vehicle (and claiming mileage) vs. utilizing a rental car. There is a tool in the Online Travel System <https://www.fiscal.ttuhs.edu/travel2/> under Help >> Links >> Mileage Calculator which allows you to determine the most cost effective means of transportation. This should be used with all funding sources; but, will be required for state funded travel.

16. The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective January 1, 2017 to December 31, 2017 is **53.5 cents per mile**. This is a decrease from the current rate of 54.0 cents per mile. Reminder: If mileage reimbursement crosses the end of the calendar year (2016 and 2017), list as two separate lines on the voucher so that the correct rate is processed in the travel system.

17. The Travel Office will no longer provide paper receipts for advance repayments. A comment will be entered in the Online Travel System as documentation for the repayment.

18. We have a Procure to Pay Classes scheduled for February:

2-22-2017 Doak Training Room 156, 2:45- 5:00

Travel Training 2/9, 3/13, 4/11

Account Code Training 1/25, 2/15, 3/15

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

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

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