1. Guest Vendor- Mayfield Paper- John Severn

2. Guest Speaker- Brandon Harper-Procurement Services

3. Guest Speaker- Deseray Waddell-Payment Services

4. Guest Speaker- Teri Floyd –Purchasing

- An updated electronic change order form will replace the old change order form in Techbuy next week that will include the new information (and instructions) required for processing. We ask that you add additional information as to why an increase is required, which line item it applies to, and attach your quotes, invoices, food forms, etc. as supporting documentation. This additional information will allow Purchasing to expedite the process.

- Early prep for FY18, start running Cognos spend reports to ensure that you are setting up standing/blankets for correct amounts.

- Starting May 1st, you can submit your blanket and standing orders for FY18. Cognos report FI142 will allow you to check your departmental spend with specific vendors, this is helpful in establishing your budget and submitting your standing/blanket orders based on previous year spend. Planning will help reduce the necessity of change orders and additional work.

- Please do not wait until August to start planning for FY18. Also please add any supporting documentation regarding PO distribution fax number or email address changes to internal comments. If a PO does not need to go the vendor, please add a brief description as to why.

- Also, run Cognos FI137 to review open purchase orders for closing out old orders. This will assist your department in knowing how much you have left to spend. Send them to techbuy.purchasing@tru.edu. FI070 should be reviewed for blanket orders to ensure sufficient funds are left for the remainder of the fiscal year.

- A quote is required for all requisitions at or above $15,000. All quotes should reference the cooperative contract number, discount, and pricing if vendor is listed on any State or Cooperative contract. If we have a Discount letter from the vendor, the discounted price of 15% or more should be shown on the quote. Reminder, departments do not have TTU signature authority. Please do not sign or attach a signed quote to your requisition, it will delay processing while a "clean copy" is obtained.

- All end users should refrain from adding employees’ R numbers and their departments FOPs on the quotes. The quotes are submitted to the vendors with the purchase order and the R numbers and FOP information will become public knowledge.
5. Procurement Services awarded the Campus Bus Charter Services RFP to 5 vendors:

- Contract #C09304  King’s Highway
- Contract #C09831  New Mexico Texas
- Contract #C09305  Kerrville Bus (Coach USA)
- Contract #C09303  Clark Travel
- Contract #C09306  Industrial Bus Lines (All Aboard America)

We have prepared a quote document for use by these charter companies (example attached) that you will not have to route. Just attach it to your requisition and submit.

Right now, the only company who has put this in place is New Mexico Texas. The rest will follow shortly. Some may differ a bit, but the object will be the same. You will NOT have to route these quotes for signature.

You see there is a signature line at the bottom for the department contact and a line for your PO number. You won’t have that number when you submit your requisition so you will leave it blank. Once the requisition is processed to a PO, the bus charter company will enter the PO number for their records and you can enter it on your copy of the document for your records.

Your department contact will need to sign this document before it’s attached to your requisition.

If you populate the contract number on your requisitions, please use the contract number listed above for the charter company you’re using.

Always use a PO as your form of payment for bus charters. There are very specific rules and regulations that must be adhered to. We would like to emphasize that you are still responsible for submitting a requisition prior to each event. Failure to comply with this requirement, will result in revoking your authority to sign the quote. All after the fact orders will still be tracked and reported.

After you’ve used this for a while, we’d like your feed-back on how it’s working!!

6. Punch-out updates. We have filed the ticket with Jaggair and should have CDWG with their new HUB partner, MPulse back up in Techbuy by the end of next Month. On the Science side, Qiagen currently has a hosted catalog. We are in the process of moving them to a punch-out for a better shopping experience. This will also be in place by the end of next month.

7. In accordance with OP 61.29, the review of Furniture, Floor Covering, Wall Covering, Window Treatment, and other Interior Design Services, it is possible that you could be asked for a floor plan to ensure exits are not blocked and fire code is met. Also, for fabric purchases from the non-contacted vendors we don’t purchase from very often, we will need the specifications of fabrics because they have to meet California Bulletin #117 flammability standards per OP 61.29.

8. Mark your calendars for this year’s Small Business Expo on Wednesday, May 3, 2017 at the McKenzie-Merket Alumni Center. [http://www.depts.ttu.edu/procurement/small-business-expo/]
9. **Services under $2,000 will be allowed on the pcard and will not count as a policy violation.** This is an increase from the $500 threshold that was previously enforced. Services over $2,000 will count 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** under 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

10. Not all Third Party Sellers participate in Amazon's Tax Exempt program, which will mean you may be taxed for products purchased from those sellers. Should this occur, please email tax-exempt@amazon.com to request a credit for the taxes. You will need to let them know the Order ID, amount and that you ordered under the Texas Tech University Business Account. Responses may take up to 72 hours. Please email purchasing.pcard@ttu.edu should you need to supply the vendor with a tax exempt certificate.

11. Travelers that are planning trips that involve return flights to the U.S. on non-U.S. airlines from 8 countries need to be aware that there is a temporary ban on electronics larger than a cell phone in carry-on luggage. The countries are Jordan, Egypt, Turkey, Saudi Arabia, Morocco, the UAE, Qatar and Kuwait. The following news article provides additional information.

   - CBS News

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

   April 28th, 2017
   May 19th, 2017
   June 30th, 2017
   July 28th, 2017
   October 27th, 2017
   November 17th, 2017
   December 15th, 2017

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

   Travel Training 4/11

   Registration is available in the Sum Total System **Sum Total Registration**.

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

   Apr 19, 2017, 3:30 PM - 4:30 PM Lubbock Room
   May 17, 2017, 3:30 PM - 4:30 PM Lubbock Room
Charter Quote

Reference TTU/New Mexico Texas Master Contract #C09831

TTU Department:__________________________________________
Contact:_________________________________________________
Office Phone:_____________________________________________
Cell Phone:______________________________________________

Smoking is not allowed on the coach at any time.

Baggage handling is the responsibility of the charter group unless arrangements are made at the time of the charter.

Parking and entry fees to events are to be paid by the chartering group.

Destination:_____________________________________________
Pick up Location:________________________________________
Leave Date:_____________________________________________
Leave Time:_____________________________________________
Return Date:_____________________________________________
Cost of Charter:__________________________$

Quote includes any lodging for driver(s), fuel, any meal(s) for driver(s), and any other charges

TTU Department Contact Signature:_________________________
Date:____________________________________________________

PO #:_____________________________________________________