

Procurement Services Announcements
Wednesday, September 20th, 2017

1. Guest Vendor- Smith and Associates (new HUB) Mayfield

2. Bell Travel

Bell Travel cannot guarantee pricing until they receive a TTU purchase order. Airline prices are constantly fluctuating throughout the day and can change from the time a quote is submitted to the time the purchase order is received in their office; however, Bell Travel has agreed to accept the pricing on the quote as long as they receive the purchase order the same day they issue the quote. Budget cuts have made this an even bigger priority since we are all financial stewards of TTU funds and we need to ensure that guest travel is purchased at the lowest possible fare.

The Purchasing Office will approve all compliant and complete Bell Travel requisitions received in our office before 4:30 pm (the requisition must be approved through the FOAPAL approval step and be in the purchasing workflow folder by 4:30). Note, both TTU Purchasing and Bell Travel close at 5:00 pm. This means that any requisitions submitted after 4:30 pm will be returned while a new quote is obtained and the pricing on the requisitions revised. The submitting department will be responsible for any fare increases on the returned requisition. Departments should email TechBuy support and let them know there is a transaction for Bell Travel that needs expediting.

3. Account codes for Staples punch-out. Many Staples items are coded as consumable items (7C0010/7C0902) regardless of its classification. The guide below should help you in identifying what is considered a consumable and non-consumable item and the appropriate account codes.

- Consumable items – anything that is disposable or perishable or does not have a lengthy useful period (paper, pens, paperclips, rolls of tape, Kleenex) 7C0010/7C0902)
- Non-Consumable - anything that would have a useful life greater than one year and considered to be furnishings or small equipment (mouse pads, wire or plastic office trays, tape dispensers (not plastic), staplers) 7C0131/7C0912

4. The following are the appropriate account codes for Car Rentals:

- 7B0005 In-State
- 7B1005 Out-of-State
- 7B2005 Foreign
- 7B5004 Prospective Employee

5. The Purchasing How to Guides were moved to the Training and Work Aids page of the Procurement Services website. <http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/>

6. A new **Technology Acquisition Business Justification** field has been added to the internal notes section of all the forms in Techbuy. This will be for any IT related order that requires CIO review (above \$10,000, networking at any dollar amount, cloud and website at any dollar amount). The new field is limited in characters. If needed, add an attached document or provide a comment with a thorough justification for the technology acquisition. This information will expedite the CIO's office requisition review.

7. Reminder that Accounting Services has inactivated the prepaid account codes. These codes will no longer be available in TechBuy.
- 7J0029
 - 7J0039
 - 7J0059
 - 7J0099

New codes have also been added by Accounting Services to budget pool 7G0, Rentals and Leases. Codes have been added for non-cancelable leases > 1 year.

The updated [Account Code Description List](#) is found on the Procurement Services Website under the Purchasing header >> Requisition & Purchase Order Accounting Guides.

8. Coding of Conference Spaces/Booth Rentals

Rentals of space or booths for conferences should be coded as 7G0102. If there is food and entertainment expenses included, please code with the appropriate 7N4 account code.

9. The [Allowable/Non Allowable Expenses by Fund Type](#) document has been updated and is posted on the Procurement Services Website under the Purchasing header >> Requisition & Purchase Order Accounting Guides. This new matrix, developed with the assistance of Accounting Services, details fund allowances as well as budget pool allowability.

10. Property Surplus will conduct an additional bicycle sale on Wednesday September 27th from 1:30 – 3:00 PM at the Surplus Warehouse at 4611 Erskine Ave. Bikes will be sold as-is for \$30 each. Checks, money orders, or cash is accepted.

11. Contracting (Leticia)

- Expenditure contracts must have requisition in place along with a signed contract routing sheet before the Contracting office will review. If the contract is for a future fiscal year, please note on the Contract Routing Sheet. The following information is needed on the routing sheet:
 - i. The correct contract contact name, phone number, and E-mail address
 - ii. Actual individual's E-mail
- Revenue contracts must submit to contracting@ttu.edu along with a signed Contract Routing Sheet. The Contract Routing Sheet must include estimated amount of revenue and the receiving FOP.
- Departments are reminded that they do not have contract signature authority and shall not sign any contract that binds TTU. Individuals who sign a contract may be held personally liable for any obligations.
- Please attach the entire contract. (linked terms, referenced terms, etc.)
- For any urgent contracts, please mark your requisition as urgent and email contracting@ttu.edu.
- To receive an update on the status of a contract, please email contracting@ttu.edu.

12. There is a new Food and Entertainment Expenditures form that needs to be utilized. The new form combines the Food and Entertainment, Food & Entertainment Exception, and Sales and Services of Alcoholic Beverages forms into one document. Multiple funds can be listed if required for compliance with policy. There is a signature line for the Organization Financial Manager – this is not required for pcards since they are approving on the Expense Report. Alcohol that is sold or served on campus requires pre-approval from the Office of the President or the Office of the Chancellor in accordance with OP 61.02. The only exceptions are for events held at McKenzie Market Alumni Center, Frazier Pavilion, Skyviews Restaurant and Rawls Golf Course.

13. Reminder - The State Travel Management Program has updated the Texas Administrative Code (TAC), Section 20.413, to require a state travel credit card be used for all travel expenditures when using state appropriated funding (funds that begin with 11xxxx through 14xxxx). Enforcement for this TAC went into effect September 1, 2017. Travelers using state appropriated funding must apply for a State of Texas Individual Bill Travel Card to use for their travel expenditures. Any allowable travel related expense not purchased with a state card will require non-appropriated funding (all TTU funds except 11xxxx through 14xxxx unless limited by sponsoring agency).
14. Transportation Requests (TRs) for SWABIZ must be submitted prior to 4:00 PM each day. All requesters will be toggled off by 4:45 PM daily. If the airfare is not booked, you will need to request to be toggled on again the next working day. If the travel preparer needs to be toggled on, please email travelservices@ttu.edu or add a comment in the Online Travel System. TRs will be approved within an hour of submission by the Travel Office.
15. Citibank has changed the way you run reports in Global Card Management System (GCMS). You will now need to run Expense Reports as follows:
- Click on Reports >> Run
 - Under Reporting Entity choose Account Group or Account (Cardholder) and enter search criteria. Then click on Search. Select the cardholder or account group.
 - Under Report Name click on Transaction Reports >> Expense Report
 - If there are any allocations that were split to multiple FOPs, under Criteria, select Include Splits.
 - Under Frequency, click on Reporting Cycle and select from drop down.
 - Under Delivery Options click on Submit Request.
 - Completed Reports will show up under Reports >> Dashboard or Home >> Completed Reports.
- Additional instructions are on the Home page in GCMS under Resource Center (titled GCMS Reporting Reference Guide).
16. Late Interest – The Comptroller's Office has modified the late interest rate paid on late vendor payment to 5.25 percent for fiscal 2018. The interest calculation is one percentage point higher than the prime rate published in the Wall Street Journal on the first business day of July.

17. Below are the Procurement Services training classes scheduled through November:

Account Code Training for Expenditures - 9/27, 10/11

Travel Training for the Travel Preparer 9/28, 10/16

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

18. The following Procurement Services Forums have been scheduled for the following dates in the SUB Lubbock Room from 3:30-4:30 pm;
- November 15, 2017
 - January 24, 2018
 - February 28, 2018
 - May 9, 2018