

Procurement Services Announcements
Wednesday, February 28th, 2018

1. Guest Vendor- Charles Lehmann-Musgrave Associates
2. Quotes from punch-out vendors that have the capability to pull the quotes through their punch-out, will need to be uploaded into the punch-out system and pulled through the punch-out by searching for the quote number. Purchasing prefers that quotes for our punch-out vendors be processed through the punch-out and not entered on a non-catalog form. If you need help or instructions on how this is done please go see our information under Vendor Training Guides on our Training and Work Aids Page: <https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/>. This includes Fisher, VWR, Dell, SHI, Home Depot and CDWG. This feature is great for not having to manually to a non-catalog order.
3. For bid and solicitation requests: Please make sure that you provide sufficient information regarding your specific bid or solicitation needs in order to ensure that Purchasing has enough information to assist with your needs. If we do not have sufficient information, it will delay the process. Please note that we deal with a wide variety of goods and services and depend on our end users to relay accurate information regarding your needs. Please make sure that you provide sufficient information regarding your needs and so we can assist you better.
4. Any TTU building modifications, construction, utility installation and installation of wiring or audiovisual and security equipment will require a self-help form from Operations, please see OP 61.35. In addition portable buildings, furniture over \$5,000.00 vinyl wraps for doors and vehicles will also require Operations approval.
5. We established a new E&I Contract to LabRepCo Inc. This is a direct contract with LabRepCo the manufacturer of major laboratory equipment. When we vetted this contract it was a cost savings of \$46,934.44 for a onetime purchase from our existing contracts.
6. Purchase categories are used to send your requisition to the appropriate purchaser for review. Each purchaser handles specific commodities/purchases and it will help expedite your purchase review if the correct category is selected. Please use "other" if there is no other category that fits your purchase. It is not necessary to select a different purchase category for each line item. Example would be a freight line would have the same purchase category as the equipment.
7. In order to ensure timely review and approval of Guest Travel and Employee reimbursement, the requisition must have the itemized receipts with proof of payment attached to the requisition. Foreign guest travel requires OIA approval before hotels and airfare can be booked. If you book airfare for a foreign guest through Bell or National Travel, an OIA approval letter must be attached to the requisition along with the Bell Travel quote.
8. Hotels will honor the State hotel rate of \$93 per night if they have received a purchase order prior to guest check in. In order to ensure that you get the state rate, please submit the hotel requisitions for same day check in by 4:30pm at the latest to allow time for the approval to be completed.
9. All Chemical orders must ship to Central Warehouse (in the ship to address) so Environmental Health and Safety (EH&S) can record them and then will deliver to the department. Requisitions for chemicals must

have the PI's name, the room number/department/building the chemicals will be stored in referenced under Internal Comments. Requisitions that do not have this information will be returned to if they come to us without the correct information. In addition, hazardous materials are delivered directly to EH&S for proper handling. Gases are always delivered directly to the department so the vendor is able to track where the cylinders are located. Please use the links below or visit our website for additional information.

Chemicals: <https://www.depts.ttu.edu/procurement/resources/how-to-guides/documents/purchasing/procurement-chemicals-20140501.pdf>

Gasses: <https://www.depts.ttu.edu/procurement/resources/how-to-guides/documents/purchasing/procurement-gases-20140507.pdf>

10. You may begin entering FY19 purchase orders in TechBuy June 1, 2018. This is later than usual due to incorporating new federal rules.
11. TTU will be having an auction on Saturday March 3rd at 4611 Erskine Ave. Warehouse will open at 9:00 a.m. for viewing of items and auction will start at 10:00 a.m.
12. Surplus Property will have a new form to sign each time items are removed from the Surplus Warehouse to be used for departmental use. This will have to be signed by the individual that is requesting and/or picking up items from Surplus Warehouse. Surplus Warehouse will reopen on Tuesday March 13th for departments to view items.
13. Payment Services training class is still in the works and hopefully will be finished up soon. Do not have a date of when we will start the classes.
14. Introduction of Holley Owens- Holley is our new attorney hired in our office as a contract specialist and is a recent graduate of TTU Law School. We are very excited to have her aboard our team.
15. Contracting Q&A-Josh. For any contracting questions/concerns, please make sure to send them to contracting@ttu.edu.
16. The Vendor Services team is in the process of creating new forms.
 - Update Form: This will be used for address, email, and phone number changes. Completion April 1st.
 - Foreign Wire Form: This will be sent out with W-8BEN and W-8BEN-E forms for foreign vendors receiving wire payments to complete. Completion April 1st.
 - Lastly, we will be updating the current vendor forms in the hopes of making them easier to read, use, and review for all parties involved. Estimated completion in April.

As always, if you have any questions or need any assistance please feel free to reach out to us at vendor.services@ttu.edu.

17. Procurement Services implemented a travel policy change effective January 1, 2018: Personal vehicle mileage is reimbursed the lesser of actual mileage or the cost of a contracted rental vehicle. A comparison of the costs of rental cars and personal auto mileage in January 2017 and 2018 indicated approximately \$20,000 in savings. The amount paid for rental vehicles increased: January 2017 \$25,914 vs. January 2018 \$33,966, an increase of \$8,052. The amount reimbursed for personal vehicle mileage decreased: January 2017 \$43,044 vs. January 2018 \$14,583, a decrease of \$28,461. Additional information on this policy is available at [Policy Guidelines for Personal Vehicle Mileage Reimbursement](#) under Travel Services header.

18. The Small Business Expo will be held Tuesday, May 1st at the McKenzie-Merket Alumni Center from 8:00 am to 12:00 pm.

19. Below are the Procurement Services training classes scheduled:

Procure to Pay 3/30/18

PCard Training 3/21/18

Travel Training 3/13/18 and 4/5/18

TechBuy Shopper Training 3/19/18

Account Code Training 3/1/18 and 3/21/18

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

20. The following Procurement Services Forums are scheduled in the SUB Lubbock Room from 3:30-4:30 pm:

- May 9, 2018.