TEXAS TECH UNIVERSITY
Procurement Services™

Memorandum

To: Texas Tech University Faculty and Staff
              Texas Tech University System Staff

From: Procurement Services

Date: March 25, 2020

Subject: Procurement Services' Level 4 Restriction Policy

To our valued friends and colleagues,

Please note the following polices related to purchase, contracts, travel, pcards, and other card programs, vendor payments, surplus, and vendor services. As always, if you have questions, concerns, or need additional guidance, please feel free to reach out to us! **Communication is critical while operating in this remote manner. Email contacts are listed below.**

Direct Deposit

We will be extremely limited in our check printing capabilities during this time and encourage you to sign up for direct deposit **(ACH)** for travel or miscellaneous reimbursements. This will allow us to deposit payments and refunds directly into your account instead of you waiting on a paper check to be mailed. Paper check processing will only be processed and mailed every Tuesday and Friday of each week. Please note, if there is not an option for the payee to accept ACH payments, the travel voucher or reimbursement preparer **must** select the traveler's actual **(home)** address when processing the travel voucher or personal reimbursement so that the check will be mailed to the individual and not to a campus mail stop. Selection of a resident address may require a New Vendor Request in the Online Travel System. Please note this in the comments section of the New Vendor Request. You will no longer be able to pick up a check from our campus office. If you have not signed up for direct deposit, you will receive a paper check in the mail which may be delayed. Please also encourage vendors to sign up for **ACH** or **SUA (Single Use Account)**. This allows us to pay through direct deposit and will prevent delays. The links to set up direct deposit as well as the link to the vendor form for direct deposit or SUA setup, are below:

- **Employees:** Access Raiderlink http://portal.texastech.edu ➜ Employee Tab ➜ Update My Direct Deposit ➜ Employee Reimbursement Account
- **Students:** Access Raiderlink http://portal.texastech.edu ➜ My Tech Tab ➜ Manage My Finances ➜ Student Business Services ➜ My Direct Deposit ➜ Student Refund/Employee Reimbursement Account
- **New Vendors:** http://www.depts.ttu.edu/procurement/ ➜ Resources ➜ Forms ➜ Vendors ➜ New Vendor Registration, Direct Deposit and W9
- **Existing Vendors:** http://www.depts.ttu.edu/procurement/ ➜ Resources ➜ Forms ➜ Vendors ➜ Direct Deposit for Existing Vendors

Purchases

All of the Procurement Services staff are working remotely. For most processes, we are able to manage from a remote location, though our response time will be delayed. We assure you that we are doing everything in our power to take care of you; helping you meet the needs of your department is our number one priority. We will however, no longer be processing orders for non-essential items. Non-essential items are items that are not being used to help facilitate the transition to remote working, essential research as defined by the Vice President for Research, or for campus maintenance systems (Operations Services). All orders will need to be marked as an emergency purchase going forward along with an internal note detailing the necessity of the purchase related to preparedness/operations for the COVID-19 pandemic.

Shipments

Shipments to the campus must be directed to Central Receiving. Departments must use the Central Receiving ship to code in TechBuy unless the purchase qualifies under the Emergency Residential Shipping Policy. We will temporarily permit shipping to home addresses for limited office supplies and technology equipment to support remote work operations, excluding restricted items (lasers, drones, weapons, alcohol, chemicals, gases, biological products, etc.) and high demand items (hand sanitizer, disinfectant wipes, toilet paper, paper towels, etc.). There is a new ship to code in TechBuy for shipping business related items to a home residence (TTU146). All goods and equipment shipped to a private residence during this time are still considered the property of Texas Tech University and must be used for business purposes only and returned to campus once normal operations resume. Personal purchases, including purchases for residential support (utilities, internet, home maintenance, etc.) are prohibited. Apple purchases are required to be sent to central receiving. Please email techbuy.purchasing@ttu.edu for the Emergency Residential Ship-to form and information. ***The only punch-out vendors currently supporting home shipments are Staples, Dell, CDWG, Abacus, and SHI.*** Pcard purchases will also temporarily permit shipping to home addresses under the same conditions. The Pcard office will provide additional instructions for documentation requirements with the next reconciliation cycle.
- Central Warehouse will be minimally staffed to receive packages
  - Packages from FedEx, UPS, or other carriers will be received and may be picked up between 8:00 AM – Noon, Monday through Friday
  - Packages that are not picked up will be held until Level 4 campus restrictions are lifted

- MailTech will be minimally staffed
  - USPS mail and packages will be received at the Central Warehouse and sorted as quickly as possible
  - Departments may pick up mail and packages between 8:00 AM – Noon at the Central Warehouse
  - Outgoing USPS, FedEx, UPS mail and packages may be dropped off at the Central Warehouse and MailTech personnel will add postage/labels and ship out as soon as possible. Due to the level of staffing, there may be some delay.

Please note: MailTech's location is now within the Central Warehouse located in the Physical Plant Facility. The physical address is Central Warehouse, 3122 Main Street, Lubbock, TX 79409. Special circumstances need to be brought to the attention of Carey Hewett at carey.hewett@ttu.edu or email MailTech at mailtech@ttu.edu.

Property Management Processes

Please see the message from Accounting Services at the end of this memo (**Attachment A)** regarding property management processes.

Procurement Card Reconciliation

The 03/04/2020 through 04/03/2020 procurement card cycle reconciliation will be postponed. You may allocate your FOP information in GCMS; however, we will not require hard copy reconciliations and receipts until 30 days after we return to campus. We will send additional information to the reconcilers after April 3rd.

Voyager (Fleet Card) Reconciliation

Please send FOP information for fleet card reconciliations as you are able. We do not require receipts but understand those are used to reconcile the statement. If you are unable to obtain receipts we will grant an extension until 30 days after we return to campus. Please continue to review your statements and report any suspected fraud to Paige Mahaffey (paige.mahaffey@ttu.edu) and Brandon Harper (b.harper@ttu.edu). For questions regarding fuel log extensions please contact Amy Lewis (amy.lewis@ttu.edu).

Surplus Property

Surplus Property will not be operating until the campus returns to normal operations. If you have a concern, please use the contact information below.

Recurring Services

As a reminder, each department is responsible for contacting any vendor providing regularly scheduled services to have them suspended (bottled water, armored car, coffee services, etc.). Access to campus will be restricted after 5:00 p.m. on Thursday, March 26, 2020.

Fraud

There have been many attempts of fraudulent quote requests, vendor setups, and payments related to the COVID-19 situation. Departments should use extreme caution opening and responding to suspicious or unknown emails. Please report any suspicious emails or calls to techbuy.purchasing@ttu.edu.

Communication

Means of communication are limited and we are working to assist all requests as expeditiously as possible. We ask that you use the various team emails so we may assist you as quickly as possible. These team emails are monitored by several members of each team so that we can connect with you as quickly as possible. A list of our team emails is provided below:

- Contract Administration Team (processing, reviewing, or cancelling contracts) – contracting@ttu.edu
- Payment Strategies Team (vendor payments, direct payments) – payment.services@ttu.edu
- Strategic Acquisitions Team (Purchasing) (acquisition of goods or services, emergency purchases, shipping concerns) – purchasing@ttu.edu
- Payment Card Services Team (Pcard issues, Pcard reconciliation) – purchasing.pcard@ttu.edu
- Surplus Property Team – property.surplus@ttu.edu (cc todd.smith@ttu.edu)
- Travel Services Team (processing of travel vouchers, resources for cancelling/postponing travel) – travelservices@ttu.edu
- Supplier Services Team (assistance with setting up vendors, altering vendor and employee payment methods) – vendor.services@ttu.edu
- Business Intelligence & Support Services Team (general support, reporting, TechBuy assistance, encumbrance closes) – techbuy.purchasing@ttu.edu
- Insurance, Fleet Card, Executive Card Services – Paige.mahaffey@ttu.edu (cc b.harper@ttu.edu)

Attachment A

With the majority of Texas Tech staff working from home, there will be temporary changes to some of the Property Management processes. You are receiving this email because you are listed as a custodian, delegate or contact for at least one department.

How will I receive an asset tag for equipment employees received at home?

Procurement Services has created a new shipping code in TechBuy that allows for limited home deliveries, which may include capital and controlled equipment. Accounting Services provided Procurement Services a list of department contacts that we normally send tags to. The process for capturing required asset data for these home deliveries is as follows:

1. Procurement Services will include the department's asset contact on the PO so they are aware of the purchasing and receiving
2. The department contact will be responsible for getting with the person receiving the asset to get the serial number to enter into the Property Inventory System
3. Accounting Services will assign a tag number as normal in the property inventory system when the invoice is paid and will email the asset tag memo to the department contact
4. The contact will be responsible for adding the serial number to the asset in the Property Inventory System and a location (remote is a **Room** option after selecting a **Building**-either at the top or bottom of the room list)
5. When we are back on campus, Property Management will send the physical tags to the department contacts to properly tag equipment
6. When equipment is back on campus, the Property Inventory System location should also be updated

As a reminder, all goods and equipment purchased with Texas Tech University funds are property of Texas Tech University and must be returned to TTU when normal operations resume on campus.

What if my department still receives the equipment on campus?

Equipment that is received on campus will follow steps 3-5 above. The department's asset contact should contact the person who received the equipment on campus to obtain the serial number and location to enter into the Property Inventory System.

As a reminder, all goods and equipment purchased with Texas Tech University funds are property of Texas Tech University and must be returned to TTU when normal operations resume on campus.

Can I receive an asset number before an invoice is paid?

Yes! You can request an asset number be assigned by emailing property.management@ttu.edu. Please note that you will not see the asset number in the Property Inventory System until the invoice is paid but this process may assist you with your department processes.

Will inventory certifications still be due on June 30th?

Inventory certifications are normally due on June 30. Currently, there is no change to this due date but we will continue to monitor for changes depending on when we can all return to campus.

I had an inventory review visit scheduled with Accounting Services. Will that still take place?

The remaining reviews for this year have been cancelled. We will contact departments for reviews starting in November 2020. These inventory reviews have been incredibly helpful in ensuring our asset records are accurate in accordance with state requirements. I hope you have found them helpful as well.

Who can I contact with questions?

Property Management will continue to provide support. If you have any questions, please email property.managment@ttu.edu or call your normal contact within our department.