



MEMORANDUM

TO: All Faculty and Staff
FROM: Procurement Services
SUBJECT: Holiday Deadlines December 2016

Procurement Services has established the following deadlines for transactions needing to be processed during the holiday period.

TTU will be closed for the following dates during the holidays:

Thanksgiving Break: Closed Thursday, November 24, 2016 and will reopen on Monday, November 28, 2016.

Winter Break: Closed Friday, December 23, 2016 and will reopen on Monday, January 2, 2017.

Procurement Services staffing may be reduced prior to and after these dates. Departments should plan for additional time to process transactions.

WINTER BREAK PURCHASING DEADLINES:

Requisitions for punchout vendors, purchases less than \$30,000 or purchases on an established contract may be submitted until December 9, 2016 for goods and services needing delivery prior to the start of the break (this does not include long lead delivery items). Any transaction that is urgent should be flagged as urgent in TechBuy and an email should be sent to techbuy.purchasing@ttu.edu. Any transaction requiring an advance payment or deposit must follow the Payment Services deadline.

Please contact techbuy.purchasing@ttu.edu for purchases in excess of \$30,000.

DELIVERIES:

Any shipment that arrives during the Thanksgiving and Winter Break will likely be returned to the vendor unless special shipping arrangements are made by the ordering department. It is the department's responsibility to have staff available to receive shipments during the break. Any shipment being made to Central Receiving or Environmental Health & Safety should be coordinated with the appropriate area. Deliveries made to a TTU employee's home are a violation of TTU policy.

WINTER BREAK PROCUREMENT CARD DEADLINES:

There are no holiday deadlines for procurement card transactions except insofar that delivery might occur over the holiday break (see DELIVERIES).

WINTER BREAK DIRECT PAY DEADLINES:

Direct Pay transactions must be submitted by Friday, December 9, 2016 in order to be paid prior to the break.

WINTER BREAK TRAVEL DEADLINES:

Travel applications that require an advance or domestic vouchers requiring payment prior to the break must be received by December 9, 2016. International travel vouchers requiring payment prior to the break must be received in the Travel Services office by Wednesday, December 7, 2016. As a reminder, all international travel requires prior approval of the Office of International Affairs. Please contact travelservices@ttu.edu for additional support.

WINTER BREAK PAYMENT SERVICES DEADLINES:

For any purchase order payment needed before the holiday break, an invoice and required receiving report must be received by Payment Services by Friday, December 9, 2016. Invoices must be scanned and attached to a comment in TechBuy. A comment must be made to the Payment Services to notify the team that the documentation has been provided. For additional support, please contact payment.services@ttu.edu.

WINTER BREAK CONTRACTING DEADLINES:

Contracts, whether submitted in conjunction with a requisition or by email (expenditure contracts must be submitted with a requisition), must be submitted by Friday, December 2, 2016 in order for review and execution to take place by December 23, 2016. Any contract that is urgent should be flagged as such and an email should be sent to contracting@ttu.edu. Note: any contract that exceeds \$100,000 will require review by the General Counsel and will require additional time to process.

THANKSGIVING DEADLINES:

Procurement Services has not established deadlines for the Thanksgiving Break. Departments should be mindful that staffing may be minimal prior to the break. Please refer to the Deliveries section of this memorandum.