TechBuy Guidelines for Entering Requisitions for Books & Reference Materials

The following guidelines are intended to provide assistance for individuals entering requisitions for books, videos, sheet music and reference materials. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

1. Enter a requisition using the Non-Catalog Form and the Purchase Category “Books/Subscriptions/Ref Material.”

   **Non-Catalog Form**

<table>
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<tr>
<th>Purchase Category</th>
<th>Book/Subscription/Ref Material</th>
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   Please note, you can also use the TechBuy punchout for Complete Books, which is a HUB vendor and offers discounted pricing to TTU.

2. Enter the appropriate vendor, packaging, quantity and unit price.

3. In Product Description, provide a description of what is being purchased.

4. Use one of the following account codes:
   - 7C0220 Books/Ref Materials Noncapital—for books and reference materials not used in a library or with a unit cost of < $5,000; includes maps, microfilm, sheet music, slides, tapes
   - 7C0918 Books/Ref Material Noncapital Lab—for books and reference materials not used in a library or with a unit cost of less than $5,000 for labs with a unit cost of < $5,000
   - 7J0080 Books and Ref Materials Capital—for books and reference materials, where library collection cost is ≥ $5,000 and has an estimated useful life of more than one year; includes pre-recorded reference materials, microfilm, slides, videos

**NOTES:**

- Departments are encouraged to set up standing or blanket orders up to the current bid limits.
- Direct publishers (where you are buying directly from the publishing company of the materials) are exempt from the bid limits. If you are purchasing directly from the publisher, be sure you note this on the requisition.
- If you are purchasing from a foreign vendor, the customs broker will need to know if the books or reference materials contain illustrations, are hard cover or paper back, or are pamphlets. You will need to include this information on the requisition, along with the country of origin, the shipping destination, and the port of entry, the harmonized tariff code, and whether or not the vendor has an office in the US that the product will be shipped to. **Or,** as an alternative, customs issues can be avoided by requesting that your order be shipped via FedEx using TTU’s FedEx account number. FedEx will then handle customs for the order.

Rev. 01/17/14