TEXAS TECH UNIVERSITY™
Office of Procurement Services

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 Strategic Acquisition/Contract Administration 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."

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

3. In *Product Description*, provide a detailed 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 less than $15,000; 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 $15,000 for labs with a unit cost of less than $15,000.

   ❖ **7J0080** *Books and Ref Materials Capital*—for books and reference materials, where library collection cost is greater than $15,000 and has an estimated useful life of more than one year; includes pre-recorded reference materials, microfilm, slides, videos.

5. Please note, you can also use the TechBuy punch out for *Complete Books*, which is a *HUB vendor* and offers discounted pricing to TTU through their E&I Contract (C30001)

NOTES:

   ❖ Departments are encouraged to set up standing orders for the estimated fiscal year spend. If the estimated amount is over the $15,000.00 bid limit then enter a standing requisition on the TTU Justification of Proprietary Form.

   ❖ Direct publishers (where you are buying directly from the publishing company of the materials) require a sole source justification and should be submitted on the *TTU Justification of Proprietary Purchases form if the bid limit of 15,000.00 is exceeded*. If you are purchasing directly from the publisher, be sure you note this on the justification.

   ❖ 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 Terms of Shipment worksheet and attach to the requisition. Once the worksheet is completed by the department and the vendor, the information will be sent to our customs broker for review.