

## Procurement Services Announcements

1. Procure to Pay class
  - October 13<sup>th</sup> from 8:30-noon at Doak Training Center
  - November 17<sup>th</sup> from 1:30-5:00 at Doak Training Center
  - **Please register for the class on the AFISM website under the training tab>class schedule and registration>class registration>procurement.**  
This class will be *required in the new credit card program for all reconcilers*. Reconcilers will have until January 1<sup>st</sup> to get the training completed.
2. For all PCard reconcilers, the required training classes must be completed by January 1, 2011. We will begin notifying those who are non-compliant at the beginning of November (you are required to take the Procure-to-pay and the Reconciler training class).
3. Apple is now on invoicing. All invoices will be submitted electronically into TechBuy and are available to end users by clicking on the “invoice” tab on the Purchase Order.
4. New Report – FI137 – ability to run open encumbrances by Fund, Org, Acct, Program or combination of those. The report also shows other encumbrances, not just purchase orders (ex. telecommunications).
5. For Airgas, there has been a revision to the cylinder prices for FY 12:
  - Per cylinder charge for 79cuft or less - RNTTTUCYLUSESM \$ 3.50
  - Per cylinder charge for 80cuft or more - RNTTTUCYLUSELG \$ 8.00
  - Per cylinder charge for liquid cylinders and pack cradles -RNTTTUCYLUSELIQ \$26.00
6. For your department vehicles, we have the new insurance cards available. Kendra will email to each department. If you do not hear from her please email [kendra.jackson@ttu.edu](mailto:kendra.jackson@ttu.edu). Cards will not be released until your departments insurance payment has been cleared.
7. PCard Reconciliations are due on the 13th of each month (there will be a special deadline in august for the end of the fiscal year).
8. Direct Deposit - effective 10/3/2011, employees will begin to receive payments for expenditures/reimbursements in the same manner that you receive your payroll disbursements. All employee reimbursements processed through Payment Services (Travel System, Direct Pay, Reimbursements through TechBuy, etc) will be processed utilizing the direct deposit setup if you have elected to receive direct deposits.

Notification of reimbursements to employees for direct deposits will be sent via your TTU email account on the morning your reimbursement is processed. You can expect to have your reimbursement post to your bank account within 24 to 48 hours of receipt of this notification.

If you have any questions, please email [travelservices@ttu.edu](mailto:travelservices@ttu.edu).

The following is a link to the direct deposit form for employees:

<http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp>

9. Distribution or sale of non-Coke products by the University violates the generous sponsorship Agreement we have with Coca-Cola and is strictly prohibited.

This rule applies whether water or other beverages are donated, and applies even if it is for an event off-campus as long as the University is associated with the event.

Coca-Cola has several water products, including DASANI®, glaceau® vitaminwater, glaceau® smartwater, Evian®. Other Coca-Cola products include Coca-Cola® classic (or Coke®), diet Coke®, Coke Zero™, Sprite®, Nestea®, Minute Maid® juices, Minute Maid® Refreshment, Campbell's® V8, Campbell's® Splash, Campbell's®, V- Fusion, Full Throttle®, Monster®, NOS®, Gold Peak® tea, FUZE®, Dr Pepper and PowerAde®.

To order beverages, please contact Jennifer Ralph, District Sales Manager 806-472-3297 [jenniferlralph@coca-cola.com](mailto:jenniferlralph@coca-cola.com). Please contact Tonya Bolt [tonya.bolt@ttu.edu](mailto:tonya.bolt@ttu.edu) or Sandra Wilhite [sandra.wilhite@ttu.edu](mailto:sandra.wilhite@ttu.edu) (both at 806/742-3844) before making any beverage purchase if you have any questions concerning this policy.

***Because of the new contract, any and all beverages will be required to be purchased on a purchase order made out directly to Coca-Cola. In-store purchases of any kind (including pcard) are strictly prohibited.***

10. The Procurement Services office, in conjunction with several other state agencies, will be hosting the West Texas Business Summit on October 19, 2011. The event is all day at the Civic Center.

The theme for the one day seminar is "Business Creativity Marks the Spot." The summit will be a full day of discussion and education, featuring workshops, booths and an opportunity to register with public sector supplier databases. Business owners from across the region will be provided a vital opportunity to network and make contacts with HUB contractors, agency purchasing and contracting staff, as well as other businesses. The Statewide HUB Program Marketing and Training Coordinator will conduct training on proposals and bidding process and a complete look into a procurement strategy for marketing to state entities. There will also be seminars where business owners can learn the importance of becoming certified on both the state and federal levels.

The keynote speaker for the luncheon will be State Senator Robert Duncan of Lubbock. Texas Tech System Chancellor Kent Hance will introduce Senator Duncan.

The event is free. Tickets for the luncheon will be available for \$10/person and will be available at the door or my emailing [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).  
<http://www.depts.ttu.edu/procurement/businesssummit/index.php>

11. TechBuy new release! TechBuy release 11.3 will be live on November 7, 2011. The TechBuy system will be unavailable from Friday, November 4, 2011 (about 9 pm) until Sunday November 6, 2011 (about noon). In the following weeks, Procurement Services will release a upgrade preview/summary and provide training as needed. Additional information will be available at the next Procurement Services Forum.
12. Next Procurement Services Forum is Wednesday, October 26, 2011 at 3 pm in Agricultural Sciences Room 214.