

Procurement Services Announcements
June 2013

1. Don't forget to do a weekly review of FI137 to view any open encumbrances until the end of the fiscal year. If there is an encumbrance that needs to be closed, please email techbuy.purchasing@ttu.edu. Procurement cannot close salary encumbrance or encumbrances for service centers.
2. TechBuy opened up for FY 14 orders on May 1, 2013. The year end deadlines are posted on our website: <http://www.depts.ttu.edu/procurement/news/Yearend%20Deadlines%20-%202013.pdf>
3. Improving your TechBuy skills training class (1 hour class)
 - a. June 28, 2013 – 1:30 pm – online
4. TechBuy work session time (individual appointments for one on one assistance – limit 6 per hour)
 - a. August 2, 2013 – 1-3 pm 15 minute appointments are available
More sessions will be scheduled if there is a demand.
5. We have created a new proprietary justification form in Techbuy. Please do not copy from a cart that has the old proprietary justification form. Starting July 1, 2013, all proprietary purchases must be entered on the new form (this includes blankets and federal equipment). The reason for the new form was compliance with State audit findings.
6. Surplus Property now has a paperless process to pick up tagged items. Please refer to <http://www.depts.ttu.edu/fst/inventory/>. The instructions are on the right side under Surplus Property.
7. Contract issues:
 - a. Please remember to submit a contract routing sheet with every contract needing review. The form must be signed by the person with departmental authority to approve the contract. That person will also be responsible for conformance to the contract requirements.
 - b. If you submit a contract involving the purchase of a good or service, please make sure a requisition has also been submitted for the same amount stated in the contract.
 - c. If a contract for good or services is not to be paid in a lump sum, but is to be paid on a schedule or in installments, please detail the schedule (dates and amounts to be paid) in the internal notes of the requisition.
8. The TechBuy 13.2 new release will be available on July 22, 2013. As a reminder, TechBuy will be unavailable from 10 pm on Friday, July 19, 2013 until 5 pm Sunday, July 21, 2013.
9. Banner Finance 8.8 will be moved into production on July 14, 2013. If you have any technical problems with TechBuy on the 14th of 15th, please email TechBuy support.
10. There will be new change order functionality available with Banner Finance 8.8. We are still testing the product and new to develop workflows. We expect this functionality to be available on August 1, 2013.
11. New England Biolabs is now functional with e-invoicing.

12. Praxair now has a HUB partner. You can get 100% HUB credit when purchasing from Praxair and the HUB partner Summus Industries. A punch-out will be coming in the fall.
13. Next meeting
 - July 30, 2013 from 3:00-4:00 pm in the Red Raider Lounge