

## Procurement Services Announcements

April 2014

1. Today's vendor guest will be **Benchmark**.
2. **Jared Martin from Environmental, Health & Safety will discuss the New Chemical Tracking System.** Here is the link to the How To Guide for chemicals. This guide is located under training and work aids on the purchasing website. The Gas orders will still be shipped directly to your department and the chemical orders to Central Receiving Warehouse. If you are off-campus, chemicals should be shipped to your office but coordinated with EH&S.  
<http://www.depts.ttu.edu/Procurement/news/How%20to%20Requisition%20Chemicals%20under%20the%20Gateway%20System%20Master.pdf>
3. **Summus/Praxair Punch-out is now live.** Praxair sells compressed gasses. The university receives discounted contract pricing through the TechBuy punchout. We also are converting to a flat cylinder charge system. You will be charged an initial amount upon the purchase of the gas but will not be charged a monthly rate on the cylinders. This charge does not apply to cylinders that the university owns.
4. It's that time of the year again. **Techbuy will open May 1<sup>st</sup> for your FY 15 orders.** Please see available training classes for end of fiscal year/start of fiscal year purchasing if you have not signed up yet. Now is a good time to start checking FI137 for open encumbrances and request to have all POs closed that need to be. Please make for sure that orders have been paid before you ask to have them closed. An automatic batch close is run monthly for \$5.00 and less to help close small balances.

We will be offering the following training classes for FY 15 order preparation registration will be on the Sum Total Site :

April 25<sup>th</sup> 2:30-3:30, Doak Training Room 156

April 29<sup>th</sup> 3:00-4:00, Doak Training Room 155

May 2<sup>nd</sup> 3:00-4:00, Doak Training Room 156

5. **The Voyager fleet credit card contract with the State of Texas has been renewed through April 30, 2015.** Due to the multiple local vendors that are unable to take the Voyager card, we will allow maintenance and repair items and vehicle supplies to be purchased with the pcard. Please note that fuel must be put on the Voyager card and not the pcard. The Voyager card should always be attempted as a first method of payment; however, we will not require a justification if the pcard is used. A note should be included in the description of the Pcard Expense Report that the purchase was for a TTU Vehicle.

This exemption will be valid until the Voyager contract is up for renewal on May 1, 2015.

6. **FY15 Travel Applications that require advances for prepaid expenses or transportation requests may be entered in the Travel System** with the following restrictions/conditions:
  - No State FOP's may be used (funds that begin with 11, 12, 13 or 14)
  - No Multi Year FOP's may be used
  - FOP elements must be valid

The applications will be held in the Travel System until FY15 budgets are loaded and all pending encumbrances will then be processed.

7. Fed Ex – after reviewing the pricing structure for FedEx, the University will be changing the Fed Ex contract from E&I pricing to State of Texas pricing. This should result in a significant cost savings to the university. Procurement constantly analyzes contract pricing and will always try to obtain the best value for the university. Often best value is not necessarily the lowest cost. We consider, warranties, shipping costs HUB credit, etc.
8. The next Procure to Pay Classes will be held:  
  
April 30<sup>th</sup> Doak Training Room 156 from 2:30 to 5:00  
May 30<sup>th</sup> Doak Training Room 156 from 2:30 to 5:00  
June 30<sup>th</sup> Doak Training Room 156 from 2:30 to 5:00  
July 30<sup>th</sup> Doak Training Room 156 from 2:30 to 5:00
9. The Account Code Training for Expenditures Classes are listed below. Registration is in the Sum Total Site under AFISM >> Procurement. This class will benefit users on the account code requirements.  
  
June 11<sup>th</sup> Doak Training Room 155 from 11:00 to 12:00  
August 26<sup>th</sup> Doak Training Room 155 from 11:00 to 12:00
10. The next Procurement Services Forum is scheduled for May 21st from 3:30-4:30 in the Lubbock Room of the Student Union.