

## Procurement Services Announcements

Wednesday, November 18th, 2015

1. Presentation with Patrick Weatherred, from Abacus Computers Inc.
2. Texas Tech University Identity Guidelines – Michelle Hougland, [michelle.hougland@ttu.edu](mailto:michelle.hougland@ttu.edu) , TTU Office of Communication and Marketing.
3. General Insurance Program and Certificates- Brandon Harper, TTU Procurement Services.
4. Purchasing Temporary move in December and Holiday Schedule  
<http://www.depts.ttu.edu/Procurement/news/HolidayDeadlines-2015.pdf>
5. Effective November 1, the HP Big Deal Pricing is available in the Staples punch-out. This will be from the most common used printers with the highest use of toner.
6. COMING IN DECEMBER: The Techbuy app! Approvers can approve transactions through the mobile app.
7. We are going to do a Department Audit in Techbuy. We ask that everyone go into your profile and review your department name. Please email Techbuy Support for any changes.
8. Paperless travel feature in the online Travel System will not be available until January.
9. Several travel advances have been issued to incorrect travelers recently. Please make sure that you have the correct individual. Once the funds have been direct deposited to the wrong individual, they are very difficult to recover.
10. Please watch for emails from OIA when processing International Travel. OIA is unable to approve Applications without all the required information.
11. Thing's Remembered has been added to the Pre-Approved Service Vendor list for pcard. A complete list is available at <http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp>
12. Pcard Single purchase limits will be raised to \$2,000 effective with the 12/4/15 cycle. Monthly limits will remain at \$5,000 for individual cards and \$10,000 for departmental cards.
13. We have Procure to Pay Classes scheduled for:
  - 11/19/15

Account Code Training Class for Expenditures is scheduled for:

- 12/10/15

Registration for these classes is available in the Sum Total System

<http://webapps.tosm.ttu.edu/itts/sumtotalsystems>

14. Procurement Services Forum – below are the dates for the PS Forum for Fall 2015 and Spring 2016

December 16th

January 13th

February 24th

March 23<sup>rd</sup> (tentative date change)

May 4<sup>th</sup>