1. Presentation with Home Depot

2. Export Controls, approvals and requirements for foreign travel. – Michael Johnson, michael.johnson@ttu.edu

    TTU Office of International Affairs

3. Announcement of the New Contract Routing Sheet. The person who signs the contract routing sheet is responsible for the deliverables and communication about performance, as the contract administrator per OP 72.04-Jennifer Adling
    http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/ContractRoutingSheet.pdf

4. Here is the link to our blanket order policy on our website
    http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/blanket-order-policy.pdf this will help you with what is allowed and not allowed and what needs to be on the requisition to submit.

5.   We have a lot of good information on our website. We are currently in the process of updating all of the training guides on our web and creating new ones. Here is the link to our website for your convince.
    http://www.depts.ttu.edu/procurement/

6. Since we are in the new fiscal year, the need to enter an accounting date in the billing options no longer applies. By entering a date, you might cause you order to fail if the accounting period is closed.

7. Reminder to search all of our computer punch-outs for best pricing on computer and electronic needs. These items are not mandatory on the Staples punch-out and will have deeply discounted contract pricing. Some of your technology punch-outs include: SHI, CDWG, Abacus and Apple. B&H Photo is our punch-out for audio-visual products.

8. When requesting purchase order closes, please include the vendor name and the amount to be closed. We have had some instances where there has been a typo on the purchase order number provided and we have closed the incorrect order. With additional information provided, it will help us spot check that we are closing the correct amount to the correct vendor.

9. Distribution, sale or purchase of non-Coke products by the university is prohibited as this violates the exclusive contract that Texas Tech University has with Coca-Cola. Here is the link to our guide for details.
    http://www.depts.ttu.edu/procurement/purchasing/howToGuides/documents/Coke%20Products%20012214.pdf

10. TechBuy will be unavailable beginning Friday, November 13, 2015, 8pm through Sunday November 15th, 11pm, for the SciQuest 15.3 New Release.   The system should be functional by Sunday afternoon. As with all new releases, please report any issues to techbuy.purchasing@ttu.edu. COMING IN DECEMBER: The Techbuy app! Approvers can approve transactions through the mobile app.

11. Texas In-State lodging, for locations other than those listed with specified rates on the GSA website, is limited to $85 if using appropriated funding (funds that begin with 11, 12, and 14). This is the rate set by legislation. The GSA rate for these same locations is $89. We will allow the $89 rate without an exception form for these locations when using institutional funds; however, the travel system will be set at the $85 rate to be in compliance with appropriated funding.

12. In November, you will have the capability of attaching your supporting travel documentation in the travel system. Notifications will be sent once this new feature is available. Instructions for attaching receipts will be available at http://www.depts.ttu.edu/procurement/travelservice/workaids.asp

    Important things to remember for this new procedure:

    - Do not upload any credit, bank or personal information – any confidential or private information should be marked out.
    - Receipts will need to be scanned and saved to your computer for each travel expense;
    - Tape original receipts to a blank sheet of paper prior to scanning and do not cover any printed portion of the documentation with tape.
    - Original receipts must be retained until the travel voucher has been approved by the Travel Office and then the receipts may be destroyed.
    - Travel advance documentation may be uploaded at the Application stage – you will have the opportunity to submit documentation after the Application is submitted. You may also access the documents later in the Online Travel System under Applications > Advance/BTA Documentation.
    - Supporting documentation that is submitted with the Application will also be required when the Voucher is submitted. The Application and the Voucher are two separate documents.   In order to calculate the correct reimbursement and clear advances, the expenses will need to be included with the Voucher.

13. International travel (including U.S. possessions, Canada, or Mexico) must be approved by the Office of International Affairs (OIA) ***prior to the trip commencement to comply with federal Export Control regulations***. A Travel Application must be processed in the online Travel System at least 30 days prior to departure. Once the Travel Application is submitted, OIA will receive email notification and will approve via the Comments section of the Online Travel System. Once approved, email notification will be sent to the Traveler, Preparer and Travel Services. There is no longer a need to send a paper Travel Application to OIA for approval.

    To comply with federal Export Control regulations, the Office of International Affairs (OIA) has also requested some additional fields on the Travel Application for obtaining information for foreign travelers, which will be forthcoming. Some of the new fields will be Destination Contact, Destination University/Company/Entity and Business Equipment/Supplies that the traveler will be taking.   Until the new fields are added, please include this information in the Travel Explanation/Comments section of the Application. Please let all of your travelers know that ***OIA has advised that they must approve the Travel Application for foreign travel prior to the trip or the traveler will not be able to be reimbursed for their travel.***

14. A new travel aid has been created for travelers and preparers titled **TTU Travel Tips** and is posted on the Travel Website under Training and Work Aids http://www.depts.ttu.edu/procurement/travelservice/workaids.asp

15. We have Procure to Pay Classes scheduled for:
    - 11/19/15
    - 12/17/15

    Account Code Training Classes for Expenditures are scheduled for:
    - 11/18/15
    - 12/10/15

    Registration for these classes is available in the Sum Total System
    http://webapps.tosm.ttu.edu/itts/sumtotalsystems

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

    November 18th
    December 16th
    January 13th
    February 24th
    March 23rd (tentative date change)
    May 4th