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Upcoming Procurement Trainings

If you would like to sign up for one of the trainings listed below, please register in SumTotal under the AFISM tab and click the Procurement link.

Name	Date	Time	Location
TechBuy Shopper Training	10/5/2017	1:30PM-4:30PM	Doak 155
Account Code Training for Expenditures	10/11/2017	2:00PM-3:30PM	Doak 153
Travel Training for Travel Preparer	10/16/2017	9:00AM-11:30AM	Doak 155
TechBuy Shopper Training	10/24/2017	1:30PM-4:30PM	Doak 155
Account Code Training for Expenditures	10/25/2017	2:00PM-3:30PM	Doak 153
Procure to Pay	10/27/2017	2:45PM-5:00PM	Doak 156

DID YOU KNOW?

We have a new Request for Food or Entertainment Expenditures form. This form combines the Food and Entertainment, Alcohol, and Exception forms into one document.

Find the updated form on the Procurement Services webpage under Resources >> Forms >> Food.

<http://www.depts.ttu.edu/procurement/forms/documents/food/procurement-food-entertainment-expenditures-request.pdf>

New Prompt Payment Interest Rate

Government Code Section 2251.025(b): As of September 1, the interest rate paid on late vendor payments has increased to 5.25% for Fiscal Year 2018.

New Account Codes

As of August 8th, the account code description list has been updated.

Find the most recent list on the Procurement Services webpage under Resources >> Training and Work Aids.

<http://kainz.ttu.edu/afism/account-code-descriptions/index.html>



Beware of Fraud and Phishing

Please be aware that we are combating daily attempts at various forms of fraud. We ask that you be vigilant in your review of all paperwork, emails, and phone calls. Some of the most common forms of fraud are:

Phone calls: Fraudulent parties are contacting various TTU offices requesting payment information, or trying to request that vendor information be updated.

Emails: Vendors all across the United States are being contacted regarding quotes, terms, order statuses, and shipping information. The scammers are pretending to be TTU employees and are trying to get the vendors to ship goods with promises of payment at a later date.

Paperwork: Please review all paperwork, especially regarding vendor setups or requests to change vendor information. If you receive vendor paperwork from a contact you are not familiar with please notify us when you forward the paperwork over.

If you receive notice of a fraudulent attempt please submit the information to the TTU police department where it can be added to the case files.

Thank you for your help in combating these issues!

State Travel Update

The State Travel Management Program has updated the Texas Administrative Code (TAC), Section 20.413, to require a state travel credit card be used for all travel expenditures when using appropriated funding (funds that begin with 11xxxx through 14xxxx). Enforcement for this TAC went into effect September 1, 2017. Travelers using appropriated funding must apply for a State of Texas Individual Bill Travel Card to use for their travel expenditures. Any allowable travel related expense not purchased with a state card will require non-appropriated funding (all TTU funds except 11xxxx through 14xxxx unless limited by sponsoring agency). Applications can be found at <http://www.depts.ttu.edu/procurement/forms/> under the Travel header.



Need to know what you can and can't purchase on your departmental funds?

Check out the "Allowable/Non-Allowable Expenses by Fund Type" document on the Procurement Services webpage under Resources >> Training and Work Aids.

<http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/procurement-allowable-nonallowable-expenses-by-fund-type.pdf>

Consumable vs. Non-Consumable

Consumable items – anything that is disposable or perishable or does not have a lengthy useful period (paper, pens, paperclips, rolls of tape, Kleenex) 7C0010/7C0902.

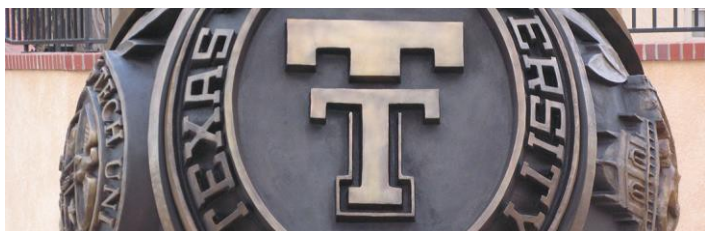
Non-Consumable - anything that would have a useful life greater than one year and considered to be furnishings or small equipment (mouse pads, wire or plastic office trays, tape dispensers [not plastic], staplers) 7C0131/7C0912.



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Procurement Services Forum

Location: Lubbock Room in the SUB

The Procurement Services Forum provides a fun atmosphere to learn from one of our guest vendors about their company and also allows an open Q&A with the Procurement Services team. Please come visit us at the next forum on Wednesday, November 15th from 3:30 PM – 4:30 PM in the Lubbock Room of the Student Union. We look forward to seeing you there!



Small Business Expo 2018

Tuesday, May 1st at the McKenzie-Merket Alumni Center from 8:00 am to 12:00 pm.

Take a walk down “The Walk of Fame” at our Hollywood themed Small Business Expo! The expo is a great networking event. Make sure to bring your business cards for a chance to win giveaways! For more information please visit:

<http://www.depts.ttu.edu/procurement/small-business-expo/>

CitiBank Update

Citibank has changed the way you run reports in Global Card Management System (GCMS). You will now need to run Expense Reports as follows:

- Click on Reports >> Run
- Under Reporting Entity choose Account Group or Account (Cardholder) and enter search criteria. Then click on Search. Select the cardholder or account group.
- Under Report Name click on Transaction Reports >> Expense Report
- If there are any allocations that were split to multiple FOPs, under Criteria, select Include Splits.
- Under Frequency, click on Reporting Cycle and select from drop down.
- Under Delivery Options click on Submit Request.
- Completed Reports will show up under Reports >> Dashboard or Home >> Completed Reports.

Additional instructions are on the homepage in GCMS under Resource Center (titled GCMS Reporting Reference Guide).



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Procurement Services™

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