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PCARD Announcements

With the implementation of Chrome River and the ability to submit expense reports more frequently, the PCard Team is extending the Pcard year-end deadlines to August 30th. This extension will allow departments to reconcile and post transactions to the FY21 budget. Any transactions that post after August 30th will be submitted and posted to FY22. Departments should not submit any expense reports in Chrome River after August 30th for FY22.

Departments should submit expense reports **every week** to ensure enough time for review and approvals by all departments. Below are our deadlines for the 8/3/2021 report and year-end transactions.

Deadline for 08/03/2021 Statements – processed in Chrome River

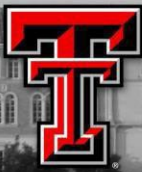
PCard Expense Reports for the period of 07/04/2021 through 08/03/2021 **must be reconciled and submitted through the Chrome River system** no later than **August 16th, 2021**.

Year-End Deadline for FY21 – processed in Chrome River

Transactions posted on or before **8/30/2021** (posted by Citibank and listed on your eWallet in Chrome River) will need to be submitted by the end of day **8/30/2021** in order to charge to **FY21** funds. Any transactions posted on or after **8/31/2021** and expense reports submitted on or after **8/31/2021** will be charged against **FY22 funds**.

If you have any questions, please reach out to the Pcard team, purchasing.pcard@ttu.edu.





Techbuy Updates

The **Fiscal Year End** is almost upon us! We strongly encourage all shoppers, requesters, approvers, and financial managers to run their **FI137 - Open Encumbrances Report in Cognos!** This report details your FOP's current open encumbrances and can give users the information they need to close out their purchase orders release their funds through the **Encumbrance Release System.** Please be aware that invoices can be dated for products and services from the previous fiscal year (Ex. Copiers) So be sure when submitting an encumbrance release request that no other/future invoices will be submitted. Once a previous FY purchase order is closed and funds have been released, changes can no longer be made to the order.

Cognos FI137 Report

Encumbrance Release Training Manual

Procurement Services

2021 Fiscal Year End Deadlines

Late Payment Interest Rate

Late Payment Interest Rate for Fiscal 2022

The interest rate the state pays on a late payment to a vendor under the state's prompt payment law will be **4.25 percent** for fiscal 2022. The interest calculation is one percentage point higher than the prime rate published in the *Wall Street Journal* on the first business day of July.

See [Interest Rate](#) on eXpendit (FPP I.005) for more information.

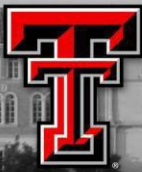


VENDOR SHOWCASE

Today's Business Solutions is a family, woman-owned business and is committed to serving with integrity while providing the best customer experience. Through Today's Business Solutions, offers a punch-out in the Office Products dashboard in TechBuy.

This punch-out grants our TechBuy users the opportunity to purchase products from Office Depot while obtaining HUB credit for their organization.

Today's Business Solutions will also work to compare specs and to match sale prices from the Office Depot retail website. Today's Business Solutions can be contacted at info@tbsx.com or at 877-895-6532.



Red Raider Trader

Procurement Services and the Office of Sustainability will host the third annual Red Raider Trader day Wednesday September 22, 2021 in the ballroom of the SUB.

Red Raider Trader is an effort to reduce waste and save departmental funds by allowing departments to swap unwanted supplies and equipment with other TTU departments. We encourage departments to bring supplies and non-controlled/non-capitalized equipment your department no longer needs. Attendees do not have to donate or acquire goods and equipment in order to participate. Please feel welcome to drop by, browse, have some lemonade, and a cookie!

Red Raider Trader Drop-Off Times: 8:00 am – 9:00 am

Red Raider Trader Browsing Times: 9:00 am- 3:00 pm

Donated items will not be returned. Items acquired must be picked up the day of the event. Departments are responsible for transporting their own supplies and equipment. Items will not be held or delivered.

Please email procurement@ttu.edu or call 806-742-3844 if you have any questions!

Travel Updates

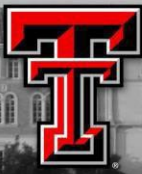
Year-End Deadlines for FY21

Travel Applications to be processed against FY21 funds must be entered into the online travel system by 4:30 p.m. on August 27, 2021. To ensure that travel expenses are processed against the correct fiscal year funding, we require that domestic travel vouchers be submitted online within five working days after the traveler's return to the home office, or no later than 5:00 p.m. August 27, 2021. Foreign travel vouchers must be submitted no later than August 23, 2021. NOTE: Any trips beginning with a start date of 9/1/2021 or later will be encumbered and processed using FY22 funding.

Vouchers submitted after August 27, 2021 for amounts exceeding what was initially encumbered on the travel application will be processed against FY22 funds.



TTU has agreements with some software vendors that allow us to distribute software to our customers at greatly reduced prices. Please note that some vendors have specified the types of customers (students, faculty/staff/ and remote campuses) who can avail these discounts. Please visit <https://www.depts.ttu.edu/itts/software/> to see all the software programs available to TTU employees.



TEXAS TECH UNIVERSITY Procurement Services™

July 2021

Departmental Emails

As a reminder, please submit all urgent issues and questions to the following general email boxes. These emails are monitored at all times so questions can be redirected in case of an employee's absence.

TechBuy Support: techbuy.purchasing@ttu.edu

Strategic Acquisition (Purchasing):

strategic.acquisitions@ttu.edu

Travel Services: travelservices@ttu.edu

Payment Card Strategies (PCard): purchasing.pcard@ttu.edu

Contract Administration (Contracting): contracting@ttu.edu

Payment Strategies: payment.services@ttu.edu

Supplier Services: vendor.services@ttu.edu

Insurance Certificates: procurement.insurance@ttu.edu

Procurement Services: procurement@ttu.edu



TEXAS TECH UNIVERSITY
Procurement Services™

Contact Us:

806-742-3844

Procurement@ttu.edu

<https://www.depts.ttu.edu/procurement/>

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