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Student Professional Liability Insurance

Beginning in August 2021, for Fiscal Year 2022 and forward, student professional liability insurance will be purchased by credit or debit card on an online purchasing platform, found [here](#). Cash, check, and money order are not accepted payment options. Payments must be made online. No payments will be accepted in person. The purchase must be made on or before TTU date of 100% refund for withdrawal from courses. These dates may be found on the TTU Student Business Services website, [here](#). The purchase of the Policy is non-refundable. Upon successful purchase, the student will be emailed a receipt and a certificate of insurance. Please contact procurement.insurance@ttu.edu with any questions.

Travel Updates

- Real ID TSA compliant identification for air travel has been delayed. Beginning **May 3, 2023**, every air traveler 18 years of age and older will need a REAL ID-compliant driver’s license, state-issued enhanced driver’s license, or another acceptable form of ID to fly within the United States.
- Advances requested on a travel application for non-prepaid expenses will be approved 5 working days prior to departure.
- Travel applications for domestic travel should be submitted at least 14 days in advance; foreign travel at least 30 days in advance.
- Travel vouchers must be completed within 60 days of the trip end date. If a BTA or advance was processed, the voucher must be completed within 15 days of the trip end date. Failure to submit within 60 days after trip end date causes reimbursement to become taxable to the traveler and is reported to Payroll as taxable income.
PCard Announcements

- To report lost/stolen/fraud activity on your card or any issues with declined charges, please call Citi at the number on the back of the card. If they advise to contact the admin of the card program, please reach out to the Pcard office, purchasing.pcard@ttu.edu or by phone at 806-742-3844.
- Pcard bill cycle run from the 4th of the month to the 3rd of the following months and all reports are due in Chrome River by the 15th of the month. You do have the option to submit reports more frequently than once a month in Chrome River.
- Internet Explorer is no longer a supported internet browser for Chrome River. Please use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari (note Safari is not supported in “private” mode, user must turn off private mode before logging in to Chrome River).

Need to restock on PPE Supplies?
The TTU Central Warehouse has you covered!
Texas Tech University’s Central Warehouse is focused on your health and wellness and is doing everything it can to support your departmental PPE needs. As we continue to operate in this environment, the Central Warehouse wants you to know that they are offering products designed to keep you and your department safe and running. These products include masks, coveralls, lab coats, goggles, caps, and hand sanitizers. Dependent on your departmental need, the Central Warehouse can offer same-day or next-day delivery! If you have any questions, please feel free to reach out to Central.Warehouse@ttu.edu for product details or other information.
**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 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

**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.**