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## Campus Event Guidelines:

In accordance with the TTU Campus Event Guidelines, food and beverage service (both catering and pre-packaged items) **remain prohibited** at all on-campus events at this time. Please refer to the modified guidelines for additional information which can be accessed [here](#).

## PCard Training Classes:

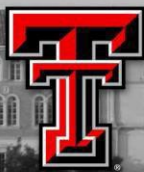
PCard classes for new cardholders and reconcilers will be held via Microsoft Teams. Those that wish to take a refresher class may also attend. Please email [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu) for an invitation to be put on a waitlist.

## Procurement Services Forum

The next Procurement Services Forum is October 20, 2020 from 4:00 – 5:00 PM and will be held via Microsoft Teams. Please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) for an invitation. Prior meeting minutes are available [here](#).

## Future Procurement Forums:

- |                       |                    |
|-----------------------|--------------------|
| ❖ November 17th, 2020 | ❖ March 30th, 2021 |
| ❖ January 19th, 2021  | ❖ April 27th, 2021 |
| ❖ February 23rd, 2021 | ❖ May 25th, 2021   |



## Procure to Pay Training Classes

The Procure to Pay class is a comprehensive class that covers the procurement process from requisition submittal to encumbrance closeout, and is mandatory for TechBuy users with Shopper, Requester, and Approver roles. If you are new to TechBuy, this class is required, but we also encourage anyone who would like a refresher to attend to receive the latest training.

The current available dates for the Procure to Pay class are October 15th and November 18th, from 2:00 p.m. – 4:30 p.m.

If you would like to attend on either of the dates listed above, please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) with the date that you would like to attend and a calendar invitation will be forwarded to you.

## Request for Solicitation Process

A new Request for Solicitation form is located on the Procurement Services website located [here](#).

This form shall be utilized when requesting a formal solicitation process for the procurement/contracting of goods and services in excess of \$50,000 in accordance with [TTU Operating Policy 72.09 Procurement of Goods and Services](#).

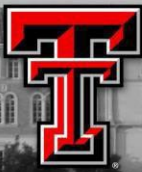
The process may be used for solicitations less than \$50,000 upon approval from the Section Manager of Strategic Acquisition. Solicitations may also be used to identify/qualify vendors.

## New Contract Routing Sheet

Procurement Services has developed a new Contract Routing Sheet. The new Contract Routing Sheet can be accessed [here](#). The new Contract Routing Sheet has a version date of “Rev. 09/01/2020” at the bottom of each page and has a checkbox for the “Contract Development Manager” on page 2.

Effective October 19, 2020, all prior versions of the Contract Routing Sheet will be rejected and an updated form will be required. We ask that departments always access the routing sheet from the link above and delete all prior versions that may be printed or saved on shared drives, desktops, etc.

For any questions relating to the updated form, please email [contracting@ttu.edu](mailto:contracting@ttu.edu).



# TEXAS TECH UNIVERSITY Procurement Services™

October 2020

## Reminder:

As a reminder, vendors/contractors accessing any TTU campus or facility should be limited to essential services or deliveries. Vendors/contractors should not be on campus for sales calls or other meetings that can take place virtually. Any vendor/contractor accessing campus, must comply with the [Texas Tech University Covid-19 Health and Safety Procedures](#)

Any concerns related to vendors/ contractors may be addressed to [contracting@ttu.edu](mailto:contracting@ttu.edu).

## Departmental Email Contacts

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](mailto:techbuy.purchasing@ttu.edu)

Strategic Acquisition (Purchasing): [purchasing@ttu.edu](mailto:purchasing@ttu.edu)

Travel Services: [travelservices@ttu.edu](mailto:travelservices@ttu.edu)

Payment Card Strategies (Pcard): [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu)

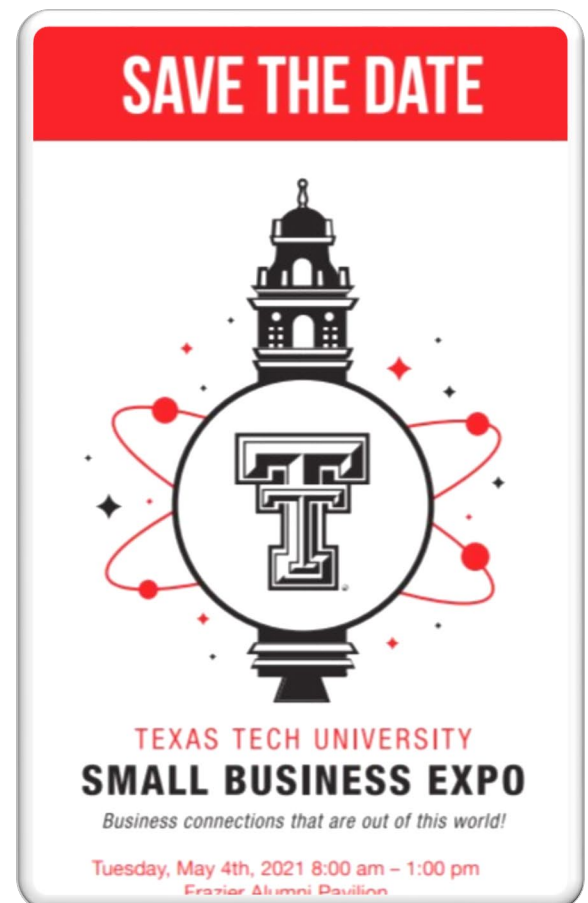
Contract Administration (Contracting): [contracting@ttu.edu](mailto:contracting@ttu.edu)

Payment Strategies: [payment.services@ttu.edu](mailto:payment.services@ttu.edu)

Supplier Services: [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu)

Insurance Certificates: [procurement.insurancecerts@ttu.edu](mailto:procurement.insurancecerts@ttu.edu)

Procurement Services: [procurement@ttu.edu](mailto:procurement@ttu.edu)



PROCUREMENT SERVICES  
408 TTU Plaza  
P: 806.742.3844  
F: 806.742.3820

[www.depts.ttu.edu/procurement/](http://www.depts.ttu.edu/procurement/)  
[techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu)  
[contracting@ttu.edu](mailto:contracting@ttu.edu)  
[travelservices@ttu.edu](mailto:travelservices@ttu.edu)

[purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu)  
[procurement@ttu.edu](mailto:procurement@ttu.edu)  
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