Procurement Services DropBox:

In order to create a more contactless environment we have now installed a drop box in the lobby of the TTU Plaza.

Please drop all documents including P-Card reconciliations, checks and any other correspondences in this drop box and we will retrieve them on a daily basis.

Location: First floor of the TTU Plaza (1901 University Ave, Lubbock TX 79410) next to the UPS/FedEx dropboxes

Contract Routing Sheet

Procurement Services has developed a new Contract Routing Sheet. We ask that departments use the updated routing sheet effective September 1, 2020. For any questions relating to the form, please email contracting@ttu.edu. The form can be located here

Procure to Pay and Procurement Forums

The Procure to Pay class is getting a "face lift" with all the new changes and will be scheduled for some time in late September. This is a comprehensive class that will cover the start of the procurement process all the way through encumbrance closeout.

The Procurement Services Forum will be held via Microsoft Teams on the following dates at 4pm. Please email techbuy.purchasing@ttu.edu for an invitation. Prior meeting minutes can be accessed here

September 22, 2020  October 20, 2020  November 17, 2020
January 19, 2021  February 23, 2021  March 30, 2021
April 27, 2021  May 25, 2021
Quick Guide for PCard Reconcilers:

- **Reconciler Memos, Restricted Items, Mandatory Contracts and Violation Policies** can be found [here](#) under Procurement Card Services
- **PCard Forms** can be accessed [here](#) under Procurement Card
- **Job Aids** are available [here](#) under Procurement Card Services
- **Allowable Purchases** based on fund type can be found [here](#) under Purchasing
- **Good Standing**: You can view to see if the vendor is on hold with the state [here](#)
- **Obtain exceptions prior to purchase** by emailing [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu)
- **GCMS Login** [https://www.globalmanagement.citidirect.com/](https://www.globalmanagement.citidirect.com/)

If you are having trouble logging into GCMS, please make sure you:

- Are accessing through Raiderlink A&F Work Tools Tab
- Are closing your browser and starting again if you receive an invalid login (sometime deleting cookies helps)
- Contact us to send you a new password [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu)

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**Deadline for 09/03/20 Statements**

PCard Expense Reports, Signature Authority Form and supporting receipt documentation for the period of **08/15/2020 through 09/03/2020** will be due by **September 21, 2020** in the Procurement Department (MS 1094 or you may hand deliver to the Procurement Services Drop Box located in **TTU Plaza lobby – 19th and University**). Please do not email your reports to us – we do not have the resources to print out everyone's expense reports and receipts.

All statements received after the due date will be considered late. Cards with reconciliations that are 30 days past due will be suspended. Cards with reconciliations that are 60 days past due will be closed.
**PCard Training Classes**

PCard classes for cardholders and reconcilers will be held via Microsoft Teams. The next scheduled class is on 9/21/20 from 10am-12pm. Please email purchasing.pcard@ttu.edu for an invitation for this class or to be put on a waitlist for a future class.

**TTU Campus Vendors and Contractors**

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 provided below.

Any concerns related to vendors/contractors may be addressed to contracting@ttu.edu.

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**Departmental Email Contact**

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:** techbuy.purchasing@ttu.edu

**Strategic Acquisitions (Purchasing):** purchasing@ttu.edu

**Travel Services:** travelservices@ttu.edu

**Payment Card Services (Pcard):** purchasing.pcard@ttu.edu

**Contract Administration (Contracting):** contracting@ttu.edu

**Payment Strategies:** payment.services@ttu.edu

**Vendor Services:** vendor.services@ttu.edu

**Insurance Certificates:** procurement.insurancecerts@ttu.edu

**Procurement Services:** procurement@ttu.edu

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PROCUREMENT SERVICES
408 TTU Plaza
P: 806.742.3844
F: 806.742.3820

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contracting@ttu.edu
travelservices@ttu.edu

purchasing.pcard@ttu.edu
procurement@ttu.edu
payment.services@ttu.edu
vendor.services@ttu.edu

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