

In this Issue:

- New Solicitation Request
- Training for FY 2022
- TechBuy Blanket Order Form
- TechBuy/Vendor Services Updates
- Procure to Pay
- Fiscal Year-End
- New Bid Limits
- Travel
- PCARD
- JPP Form Update
- Departmental Emails

New Solicitation Request

There is a new Solicitation Request Form that has been posted to the Texas Tech Procurement website which can be located [here](#).

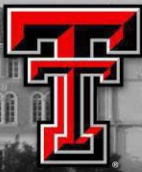
Training for FY 2022 Purchase Orders and FY 2021 Closeout

- June 15, 2022 from 2:00 - 3:00 PM (Wednesday)
- July 15, 2022 from 3:00 - 4:00 PM (Friday)

TechBuy Blanket Order Form Update

There has been an update to the TechBuy Blanket Order Form, which is located under the TechBuy forms tab.

Common Forms		
Forms		
TTU Animal Purchases	TTU Blanket Order Form	TTU Confer



TechBuy/Vendor Services Updates

As of June 1st, we request that completed Vendor Setup Forms be attached to requisitions in TechBuy. If you are not aware of how to create an order in TechBuy without the supplier being set up first, we have a how-to guide on manually entering a vendor.

This process is the most efficient process when submitting an order with a new vendor. Strategic Acquisitions and other reviewers may review and approve specific workflow steps while vendor services simultaneously work on setting up the vendor. Instead of waiting for the vendor to be set up and then waiting for review and approval, you can do this all in one process.

Please reference the how-to guide if you are unsure of how to complete this process.

Procure to Pay

There is a Procure to Pay training scheduled for Tuesday, June 28th from 2pm to 4pm. This training will be held via Microsoft Teams. If you are new to TechBuy, this class is required, but we also encourage anyone who would like a refresher to attend in order to receive the latest training. Please email strategic.acquisitions@ttu.edu if you would like to join this session and a calendar invite will be forwarded to you.

Fiscal Year End

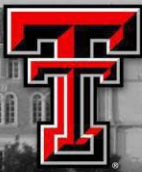
Just a friendly reminder to please review the FYE deadlines which can be located [here](#) and run your FI037 Encumbrance release reports as we inch closer to the end of the Fiscal Year.



IMPORTANT ANNOUNCEMENT

Invoices/Receipts/Payment Requests for TechBuy POs

Due to the time of year and an increase in the volume of invoices/receipts/payment requests for TechBuy POs, it may take up to **two weeks** after the invoice/receipt/payment request has been submitted before it can be reviewed for payment processing. We thank you for your understanding and patience!

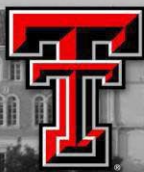


New Bid Limits

\$0-\$15,000	At least one competitive solicitation response (bid or quote) is required; however, requisitioning departments are encouraged to obtain more than one competitive solicitation and to price compare all procurements with existing contract costs. <i>Procurements from a historically underutilized business (HUB) are required to the fullest extent possible.</i>
\$15,000.01-\$100,000	Three informal solicitation responses (bids or quotes) are required; at least two must be from a certified Texas HUB. The solicitation responses shall be sufficiently documented with written documentation to evidence the process. If the department receives one or more non-responsive solicitation responses from the HUB vendors, then the department shall solicit, at a minimum, three HUB vendors.
Above \$100,000	Formal solicitation responses will be obtained by the Procurement Services Office on procurements above \$100,000 that do not conform with one of the other procurement types listed in this OP .

Pcard

- Please refer to the Pcard Guidelines for allowed purchases on the Pcard:
<https://www.depts.ttu.edu/procurement/FormRepository/pcard/Pcard-Program-Guidelines.pdf>
- Please remember to secure Jeff Barrington's approval on software and electronic purchases prior to the purchase on the Pcard. You will need to include a completed Intended Use of Technology in your email to Jeff. If this is a recurring expense, please ask for the approval for the entire fiscal year. A new approval will need to be obtained for each fiscal year.
- Purchases made on the Pcard are tax exempt if purchased from or shipped to a location in the state of Texas. The Vendor may require the TTU/TTUS Tax Exempt Certificate. The Cardholder is responsible for ensuring that sales tax is not included when making the purchase.
<https://www.depts.ttu.edu/procurement/resources/TaxExemption/TaxExemption.php>

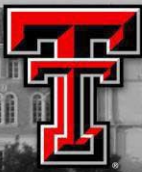


Travel

- Reimbursement for contract rented vehicles is allowed for sub-compact, compact, intermediate, standard, or full size. Vans and SUVs may be rented if for use by three or more people or if needed to transport business materials and if documented on the voucher in the comments section. A list of passenger names and affiliation with TTU is required, as well as details for the use of the transported materials/equipment. Premium, luxury, and convertible vehicles will require the [Travel Exception Form](#). The form must be submitted with the travel voucher using institutional funds and include sufficient documentation and the requisite approvals.
- Perks of using SWABIZ to book your business travel for TTU:
 - Book now and fly through August 31st to earn double Rapid Reward Points
 - By booking your Southwest Airlines flights through SWABIZ rather than the travel agency you save on the agency fees, get the bonus Rapid Reward points, and discounted airfare
 - Coming soon, you will be able to get a discounts on flights booked on SWABIZ more than 7 days in advance
- When calculating the meal per diem, please remember to include the M&IE column and the 20-30-50% breakdown. Please refer to OP 79.08 for additional information.
- Pam Yager is retiring this month after 19 years with Texas Tech and 6 years with Travel Services. Her last day will be Tuesday, May 31st. Please join us in wishing Pam well in her much-deserved retirement!

JPP Form Update

The Justification of Proprietary Purchases form will now be referred to as the Justification of Exclusive Acquisition Form. This form will be updated on TechBuy and the Procurement website as of June 1st.



TEXAS TECH UNIVERSITY Procurement Services™

May 2022

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): purchasing@ttu.edu

Travel Services: travelservices@ttu.edu

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

Contract Administration (Contracting): contracting@ttu.edu

Payment Strategies: payment.strategies@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

www.depts.ttu.edu/procurement

PROCUREMENT SERVICES
408 TTU Plaza
P: 806.742.3844
F: 806.742.3820

www.depts.ttu.edu/procurement/
techbuy.purchasing@ttu.edu
contracting@ttu.edu
travelservices@ttu.edu

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