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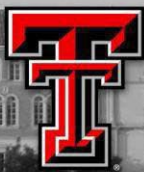
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State Vendor Hold Search Requirement

According to [Texas Government Code Section 2252.903](#), Procurement Card holders intending to utilize their Pcard for purchases of **\$500 or greater** must verify the vendor is not indebted to the State of Texas and identified as being on a Warrant Hold Status at <https://fmcpa.cpa.state.tx.us/tpis/> prior to making the purchase. Departments cannot proceed with purchases orders or payment card purchases over \$500 until the warrant hold has been released.

Introduction to TechBuy Training

Introduction to TechBuy formerly known as “TechBuy Shopper Training” taught by Procurement Services is now offered through [Cornerstone](#). TechBuy is Texas Tech University’s eProcurement software which allows Texas Tech University (TTU) and TTU System employees to shop for goods and services. Users new to TechBuy can log in to Cornerstone to register for the next available session. Please note that new users must attend the Financial Management 101 and Account Code Expenditures training before registering for Introduction to TechBuy. If you have any issues registering for the Introduction to TechBuy Training class, please contact techbuy.purchasing@ttu.edu.



Pcard

- Expenses must be submitted in Chrome River no later than 30 days of the statement closing date, which is the 3rd of every month. For a reconciliation that is thirty days late, the PCard will be suspended until the reconciliation is received in the PCard Office. For reconciliations that are sixty days late, the PCard will be terminated, and a new card will not be issued.
- The PCard billing cycle runs from the 4th of the month to the 3rd of the following month and must be reconciled and submitted in Chrome River by the 15th. Departments have the option of submitting Chrome River Expense Reports weekly or bi-monthly to post expenses to the Banner FOP more frequently. This may be beneficial when it is important to allocate funds in the existing fiscal year or grant period. You do not have to wait until the deadline of the 15th to submit your reports.
- If you leave the University and have a PCard, please advise the PCard department of these changes at purchasing.pcard@ttu.edu. We will need to close your PCard and confirm there are no pending charges or outstanding expenses in Chrome River that need to be reconciled. We will arrange for your Pcard to be returned to your business manager or the Pcard office for proper destruction. The department is responsible for ensuring that terminated employees have returned their PCards and that they notify the PCard Office.
- If you change departments, your current PCard must be closed, and you will need to complete a new application with your new Finance Manager's approval and default FOP listed. The PCard is assigned to a departmental hierarchy.

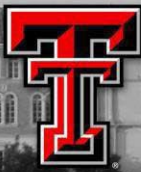


IMPORTANT ANNOUNCEMENT

Procurement Services Short Staffed

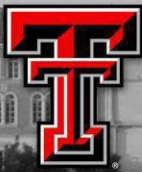
There will be several members of the Procurement Services welcoming new members to their families this fall so many will be out on maternity & paternity leave.

When emailing Procurement Services staff please be sure to copy the correct support email so that no correspondence goes unanswered.



Travel

- Travelers/preparers should submit travel applications at least 14 days in advance of departure for domestic travel and 30 days in advance for international travel.
- A purpose and benefits statement must be included in the Travel Explanation/Comments section of the application. The statement must provide a clear business purpose for the trip and the benefit to TTU. If attending a conference, the full name of the organization sponsoring the conference must be included (no abbreviations or acronyms).
- Upon return to Designated Headquarters, the traveler must complete a travel voucher containing the business purpose and explanation of travel and upload all required supporting documentation. Travel vouchers must be completed, approved, and submitted to Travel Services within 30 days of returning to headquarters. When travel advances have been provided, vouchers are due within 15 days.
- **Per IRS regulations, travel reimbursements are taxable to the traveler when the travel voucher is not submitted to Travel Services within 60 days of the trip end date. Travel Services will report taxable expenses to the Payroll & Tax Services Office.**
- Tips & Tricks to get your voucher through the first time:
 - Please include a mileage calculator when claiming personal mileage if the trip is over 100 miles and is within Texas, New Mexico, and Oklahoma by personal vehicle. Reimbursements for personal mileage may not exceed the cost of a contracted rental vehicle. The mileage reimbursement rate is inclusive of all expenses (including damage and fuel) associated with the employee's use of his or her vehicle. TTU is not liable for any cost associated with an accident or vehicle damage while conducting TTU business. The traveler taking a personal vehicle must carry proper auto insurance to cover any damages or liability.
 - For travel within the state of Texas, TTU employees are exempt from the state hotel occupancy tax. Therefore, TTU will not reimburse an employee for the state hotel tax when the employee fails to present a properly completed *Texas Hotel Occupancy Tax Exemption Certificate* to the establishment.
 - Employees must obtain the lowest available airfare between the employee's designated headquarters and duty point.
 - First-class and/or business-class airfare may be reimbursed **only** if it is the only available airfare or if it is necessary for international travel. Early Bird, business select, and main cabin extra are also not allowed except with an approved exception. Reimbursement for any of the above requires a completed [Travel Exception Form](#). Preferred seating fees will not require the [Travel Exception Form](#). Preferred seating fees are not allowed on federally sponsored project or on State Appropriated funds (11,12,14).
 - All travel expenses on state-appropriated funds must be paid on a State of Texas Travel Card (TTU funds 11,12,14). State-appropriated funds starting with 13 do not permit travel.
 - Flight insurance is not reimbursable. TTU students, faculty, and staff are automatically covered by a comprehensive insurance plan when traveling in foreign countries on state business. This plan covers medical, travel, and security assistance should the need arise. For questions regarding the policy coverage prior to the departure date, the traveler should contact the Managing Director of the TTU System Office of Risk Management at 806.742.0212.



Red Raider Trader

Procurement Services and the Office of Sustainability will host the fourth annual Red Raider Trader Wednesday, September 28, 2022 in the Ballroom of the Student Union Building.

Red Raider Trader is an effort to reduce departmental 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 equipment your department no longer needs. Attendees do not have to donate or take items in order to participate. Please feel welcome to drop by, browse, have some lemonade and a cookie! Student Union Ballroom Drop Off

Times: 8:00 am to 9:00 am. Student Union Ballroom Browsing
Times: 9:00 am to 3:00 pm If you cannot attend in person the day of the event but have items you wish to donate, you may drop them off at the Physical Plant. Please have your items to the Physical Plant by Friday, September 23, 2022, at 5:00 pm.

Please email procurement@ttu.edu if you have any questions!

New Summus Red Raider Contract

TTU Procurement Services is happy to announce a new contract with Summus Staples TTU. Departments can save substantially when purchasing items through the Staples punch-out in TechBuy vs. any online or in-store ordering. Discounts can vary, but departments should expect significant cost savings of up to 8% when purchasing through the Staples punch-out. New pricing should be effective by October 1, 2022.

Procure-to-Pay

There is a Procure-to-Pay training scheduled for **Wednesday October 19th 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.



There are several new contracts that can be utilized for any promotional item purchases.

- 4Imprint
- Advanced Graphix
- Scarborough Specialties
- Blink Marketing
- CC Creations
- Mavich
- Slate Group
- Design Warehouse
- CFJ Manufacturing

Open Positions

Procurement Services currently has three open positions (below). Additional information about our department can be found at <https://www.depts.ttu.edu/procurement/>.

Position with our Strategic Acquisitions Team – Acquisition Analyst

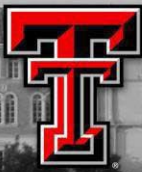
<https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25898&siteid=5635&PageType=JobDetails&jobid=742872>

Position with our Travel Services Team – Senior Account Processor

<https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25898&siteid=5635&PageType=JobDetails&jobid=739721>

Position with our Business Intelligence and Support Services Team – Senior Administrator

<https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25898&siteid=5635&PageType=JobDetails&jobid=739024>



TEXAS TECH UNIVERSITY Procurement Services™

September 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 Management (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

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contracting@ttu.edu
travelservices@ttu.edu

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