

Procurement Newsletter

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FY24 is open in TechBuy!

Just a reminder that FY24 opened in TechBuy on April 1, 2023. When submitting an FY24 order, the accounting date must be 9/1/2023.

Strategic Acquisitions

- Procurement Services has begun reviewing all open encumbrances that pre-date 2021. The main concern is for standing orders. Encumbrances for standing orders cannot be retained for expenditures in a future fiscal year and should not be carried forward into a new fiscal year unless there is a contractual obligation.
- Procurement Services will close and open standing orders dated before 9/1/2022. In the future, open standing orders will be closed after September 11th of each fiscal year. This will not impact any open order with a binding encumbrance tied to a purchase of contract.

ATCC Products

Procurement Services has been communicating with ATCC – American Type Culture Collection about the updated terms to our account. ATCC no longer accepts purchase orders and will only accept credit card payments. Unfortunately, due to the low overall spending with ATCC, TTU did not qualify for the PO terms (\$100,000). We tried looking into adding the credit card detail information on the purchase order document as an option for ATCC, but they still could not accept that option. ATCC products can be found through VWR, and most of their catalog can be accessed from VWR. Procurement Services is inactivating the vendor record in TechBuy and Banner; users will no longer have access to the ATCC-hosted catalog. However, we recommend Summus VWR as a solution for ATCC products.

Contract Training- State of Texas Statutory Requirement

In order to comply with the training requirements set forth in Texas Education Code §51.9337 (b)(5) and Chapter 07 of the Texas Tech University System Regents' Rules, employees are required and respectfully requested to complete "Contract Training" in Cornerstone on the selection of appropriate procurement methods and information resources procurement technologies.

The course is required for all faculty, staff members, and/or student employees (collectively "employees") who exercise purchasing and/or contracting authority on behalf of the university. This includes those with the status of a financial manager, approver, or requestor; those individuals who possess shopper permissions in TechBuy; any employee authorized by Regents' Rules to sign a contract; or any employee with authority to use a PCard.

Conflict of Interest Disclosures- State of Texas Statutory Requirement

In accordance with Texas Government Code 2261.252, each state employee or official involved in procurement or contract management shall disclose any potential conflict of interest with respect to any contract with a private vendor or bid for the purchase of goods or services from a private vendor by TTU.

In order to comply with Texas Law, an additional disclosure in the system is required for any TTU faculty, staff, or student who:

- has financial manager, approver, requisitioner, or shopper permission
- has access to create or approve transactions in TechBuy
- who has a pcard or who is authorized to purchase on a departmental pcard

Any TTU faculty, staff or student with any financial responsibilities defined above **must** submit a disclosure each fiscal year. [For detailed instructions on how to disclose, click here.](#)



New Account Code Values- 7C09%

Procurement Services and Accounting Services will be terminating the 7C09% account codes and will transition those codes to the non-lab account code values. These account codes were inactivated in TechBuy on April 1st to prevent the use of these codes on new transactions, but they will not be inactivated in Banner until 8/31 to allow payments on existing encumbrances. Departments do not have to create change requests to alter the account code on existing encumbrances. The 7C09% account codes will remain in Chrome River for the remainder of the fiscal year. Departments are encouraged to use the alternate account code. For a list of new account codes to use, please review the how-to-guide [here](#).

Foreign Purchases- Russia and China

The Department of the Treasury's Office of Foreign Assets Control (OFAC) has added regulations to implement an Executive order related to specified harmful foreign activities of the Government of the Russian Federation. For more information on these sanctions please visit the [Federal Register](#) notice about this update.

As of August 13, 2020, federal agencies (and federal fund recipients) are prohibited from entering contracts with an entity that uses certain telecommunications or video surveillance equipment or services produced by:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology
- Company
- Dahua Technology Company
- And any subsidiaries and affiliates

For more information please visit [Columbia's Sanctions and Restricted Parties Webpage](#)

New Features in TechBuy!!

TechBuy has
introduced new
quality-of-life features
for our users!!

These features include:

- Submitting Change Requests
- Ability to copy line-item funding information to multiple line items
- Opening TechBuy forms in new windows (right click and select open in new tab)
- Dragging and dropping files when looking to add attachments



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