PROCUREMENT REMINDERS
Procurement Services would like to remind you to please continue attaching Invoices to your PO receipts. Please also see updates from our Vendor Services team and a vendor name change.

CLICK HERE TO READ MORE

JP MORGAN QUICK PAY
Procurement Services would like to inform you of the benefits of using the JP Morgan Quick Pay program, as well as outline some regulations regarding this program.

CLICK HERE TO READ MORE

HOLIDAY DEADLINES
Please review this section for important reminders about deadlines for the upcoming holiday seasons.

CLICK HERE TO READ MORE

TRAVEL & PCARD ANNOUNCEMENTS
The Pcard and Travel team has a few reminders and announcements.

CLICK HERE TO READ MORE

TRAININGS
Introduction to TechBuy and Procure to Pay Trainings are available for registration.

CLICK HERE TO READ MORE

EMPLOYEE SPOTLIGHT
Please help us congratulate our Employee of the Month for the months of November and December, Kathy Fanning and Allison Turner, respectively.

CLICK HERE TO READ MORE

CURRENT OPENINGS
We are searching for the newest Procurement Services staff members. Be sure to check out and apply to our current open positions.

CLICK HERE TO READ MORE
**PROCUREMENT REMINDERS**

TechBuy PO Receipts - Please attach invoices

Thank you to everyone who has been attaching invoices that need to be paid to your TechBuy PO Receipts. This makes the payment process run much smoother. If you would like to learn how to attach an invoice to your TechBuy PO Receipt, please email payment.strategies@ttu.edu

Vendor Team Reminder

- Please remember when you submit a requisition and enter the vendor information to use key words to search for the vendor before manually entering the vendor information.
- Submit all request for updates via a comment on the requisition or PO and the Vendor Team will reach out to the vendor for any required forms.
- We are extremely busy and working through a high volume of email requests but are happy to help so if you have any questions, please feel free to call us.
- Brandon Harper oversees the Vendor Services team.

Benchmark Business Solutions is now Visual Edge IT

Procurement Services has been made aware of a name change to one of our contracted vendors, Benchmark Business Solutions. Benchmark will now be operating under a new name "Visual Edge IT," and this name change is effective immediately.

**JPMorgan Chase QuickPay program can save you time when submitting requests for gameday security or officials, UIL judges, and Participant Payments.**

a. We cannot pay foreign individuals due to tax implications and banking restrictions, this program is limited to domestic individuals.

b. The dollar limit we can process through the program is currently $300/individual. Most research payments don’t come close to this amount, but we have seen a few.

c. We do require the collection of all the required data points in the spreadsheet. We will provide the spreadsheet upon request. This information is used to process the payment as well as manage the tax implications that may arise.

d. We also have a document that shows the messaging the recipient(s) can expect to receive (through email or text) when collecting a payment. This helps cut down on questions and fraud concerns. This document can be provided upon request.

e. There is no requirement for the recipient to set up a bank account with JPMorgan, they simply put in their current banking information and the program will remit payment directly to them from JPMorgan.

f. Payment is expedited for this program, but we still suggest allowing about 7-10 business days for processing time.

g. The recipients will receive follow up notifications for two weeks, afterwards, JPMorgan will issue them a physical check to the address provided.

h. When submitting a payment request, please include the FOAP you would like the charges reconciled to in the email request. The charges are reconciled weekly as the recipients accept the payments.
HOLIDAY DEADLINES

TTU will be closed for the following dates during the holidays:
• Thanksgiving Break: Thursday, November 23, 2023, through Friday, November 24, 2023, and will reopen on Monday, November 27, 2023.
• Winter Break: Monday, December 25, 2023, through Monday, January 1, 2024, and will reopen Tuesday, January 2, 2024.

Procurement Services has established the following deadlines for transactions needing to be processed during the holiday period. Procurement Services staffing will be reduced prior to and after these dates for staff vacations.

Please Note: These deadlines are in place to manage increased workloads because of the end-of-the-calendar-year rush and staff vacations. Transactions submitted after these deadlines are permitted but may be delayed until after the holiday break. Procurement Services will make best efforts to complete the submitted transactions before the break.

RUSH REQUESTS MUST BE SUBMITTED TO THE APPROPRIATE SUPPORT EMAIL.
• Strategic Acquisitions (requisitions and purchases) – strategic.acquisitions@ttu.edu
• Payment Strategies (invoices and receiving) – payment.strategies@ttu.edu
• Contract Management (contracts) – contracting@ttu.edu
• Vendor Services (vendor setup and updates) – vendor.services@ttu.edu

THANKSGIVING DEADLINES:
Contracts that need to be executed before Thanksgiving must be submitted to the Contract Management Office by Tuesday, October 31, 2023. There are no other procurement deadlines for the Thanksgiving Break. Please refer to the Deliveries section of this memorandum.

Note: Any contract that falls within the review requirements set forth in Texas Tech University System Regulation 07.03 will require additional reviews and approvals outside of the Contract Management office and require additional time to process.

WINTER BREAK DEADLINES:
• Requisitions for punch-out vendors, purchases less than $100,000, or purchases on an established TTU, cooperative, or another government contract must be submitted by Friday, December 1, 2023. Urgent transactions must be flagged urgent in Techbuy, and an email must be sent to strategic.acquisitions@ttu.edu.
• Contracts must be submitted by Friday, November 10, 2023, to be reviewed and executed by Friday, December 22, 2023. Urgent contracts must be flagged, and an email must be sent to contracting@ttu.edu. Any contract meeting the requirements set forth in Texas Tech University System Regulation 07.03 will require additional reviews outside the Contract Management office and additional time.
• Please contact strategic.acquisitions@ttu.edu and contracting@ttu.edu for purchases in excess of $100,000 to establish an estimated timeline.
• There are no holiday deadlines for procurement card transactions except where delivery might occur over the holiday break (see DELIVERIES).
• Direct Pay transactions must be submitted by Friday, December 1, 2023, to be paid before the break. If the vendor still needs to submit the setup forms, we cannot guarantee payment by the winter break.
• JPMorgan QuickPay requests must be submitted by Friday, December 15, 2023, to be paid before the break. All requests submitted after this date will be processed and paid after January 1, 2024.
• Travel requiring an advance or domestic expense reports requiring payment before the break must be received by Friday, December 8, 2023. The Travel Services office must receive international travel expense reports requiring payment before the break by Wednesday, December 6, 2023. All international travel requires 30-day prior approval from the Office of International Affairs. Please get in touch with travelservices@ttu.edu for additional support.
• Payments required before the break require an invoice and receiving report by Friday, December 1, 2023. Invoices must be scanned and attached to a receipt in TechBuy. For additional support, please get in touch with payment.strategies@ttu.edu. Advance payments are also due by 12/1/2023.

ARTWORK APPROVAL DEADLINES:
All artwork for promotional items, signage, or other related materials should be submitted by the following dates to be approved before the holidays:
Thanksgiving deadline: Monday, November 13, 2023. Winter break deadline: Monday, December 11, 2023. For questions, please email comm.mkt.brandreview@ttu.edu

DELIVERIES:
Any shipment that arrives during Thanksgiving or winter break may be returned to the vendor unless the ordering department makes special shipping arrangements. The department is responsible for coordinating and receiving shipments during the breaks.
Shipments made to central receiving or EH&S must be coordinated with those departments. Deliveries made to a TTU employee’s home or non-TTU location are a violation of TTU policy.

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Pcard

• Due to security concerns, purchases from the vendors TEMU and Shein are prohibited on the Pcard.
• Reminder that all Apple products must be purchased through the CDW punchout in TechBuy.

• Per OP 72.05: Food and entertainment expenditures associated with personal events other than retirement and separation events do not support a university business purpose and shall not be paid or reimbursed by TTU. This includes birthdays, babies, anniversaries, etc.
• Reminder that the 7C09% account codes were terminated as of September 1, 2023. While we work with Chrome River to remove these from the Pcard report, please use this crosswalk to find the alternative account code:

Travel

• The State of Texas has mandated that Hotel Engine be used to book all lodging arrangements for business related travel when using state-appropriated funds, funds starting with 11, 12, and 14. All state travel with a travel date starting January 1, 2024, must be booked through Hotel Engine. Please click this link to request access to Texas Tech University's Hotel Engine account. Permitted exceptions include:
  ▪ Lower cost than Hotel Engine, you will need to print the screen shots and submit with an exception outlining the cost comparison methodology.
  ▪ Unavailability to locate a hotel in Hotel Engine, you will need to print the screen shots and submit with an exception outlining that a hotel was not available.
• When creating a final expense report after the trip has ended, please check the traveler's eWallet for any Advances or BTA transactions that need to be added to the report.
• When requesting an exception to the Travel Policy, please ensure the Travel Exception Form is attached with the detail of the exception and ALL signatures.
• When using state-appropriated funds, all travel must be paid on a State issued Citi Master Card. Reminder that the following expenses are not allowed on state-appropriated funds:
  ▪ Tips/gratituities
  ▪ Any state sales tax (reminder we are exempt from Texas state sales tax)
  ▪ Student or non-employee travel (prospective employee travel is allowed)
  ▪ Food & Entertainment expenses (not individual meal expenses while in travel status)
  ▪ Alcohol
  ▪ Missing receipt form, all expenditures must have an itemized receipt.
  ▪ Travel exception forms. All expenditures must comply with all state travel guidelines.
Effective September 1, 2023, the single purchase limit on all Pcards will be increased to $5,000.

**TRAININGS**

**Introduction to TechBuy Training**
Our upcoming Introduction to TechBuy classes are scheduled for:
Tuesday, December 19, 2023; Friday, January 12, 2023; and Thursday, February 1, 2023.
This training will take place at Doak Hall from 2-4:30PM. Users can sign up for the class through Cornerstone.

**Procure to Pay Training**
The upcoming Procure to Pay class is scheduled for January 23, 2023 from 2PM-4PM. This training will take place via Teams. This is a comprehensive training that covers requisition submission through encumbrance close-out. If you would like to attend, please email strategic.acquisitions@ttu.edu and a calendar invitation will be forwarded to you.

**EMPLOYEE SPOTLIGHT**

Please help us congratulate the Employee of the Month for November, 2023: Kathy Fanning
Kathy was recognized for the month of November due to her extremely hard work coordinating with athletics for procurements relating to the Bowl Game. Kathy has managed the Strategic Acquisitions increased support while continuing to support the team as well.

This recognition puts Kathy in the running for this year’s Employee of the Year.

Congratulations, Kathy!!

Please help us congratulate the Employee of the Month for December, 2023: Allison Turner
Allison earned this recognition because she has been catching on to her new position within the contracting team very well and has been building her confidence. Allison's manager states that she is always willing to help her team. She steps out of her comfort zone and never backs down from a challenge.

This recognition puts Allison in the running for this year’s Employee of the Year.

Congratulations, Allison!!

**CURRENT OPENINGS**

Please see our current vacancies:

* PCard Services Specialist (34441BR)
* Acquisition Analyst (35135BR)

Please apply on the TTU job portal or by clicking the links above.