NEW FOOD TRUCK PROGRAM

TTU is excited to announce the new Food Truck Program! This new policy regarding food trucks will help ensure the highest quality and safety standards.

CLICK HERE TO READ MORE

PURCHASING FROM EBAY

Procurement Services discourages purchasing from eBay. Departments will have limited recourse for disputes with eBay.

CLICK HERE TO READ MORE

CHROME RIVER IS LIVE!

As of July 1, Chrome River is LIVE! Please read more about our Chrome River Travel System and Chrome River for PCards.

CLICK HERE TO READ MORE

EMPLOYEE SPOTLIGHT

Please help us congratulate June's Employee of the Month: Jessica Williamson! Welcome to our newest employees: Allison Turner, Molly Andrade, Lindsey Barnes, and Alexis Trammell!

CLICK HERE TO READ MORE

TRAININGS

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

CLICK HERE TO READ MORE

VENDOR SETUP

Vendor setup are moving to a Dynamic Forms process. Beginning July 1st, vendor setup requests will no longer be accepted by email and must be submitted by a requisition.

CLICK HERE TO READ MORE

TTU is excited to announce the new Food Truck Program! This new policy regarding food trucks will help ensure the highest quality and safety standards. Under the new policy, only certified and approved food truck vendors can operate on campus. To become an approved vendor, food truck operators must undergo a review process conducted by the Environmental Health and Safety, the Fire Marshall, and the Grounds Use Committee.

In addition, Procurement Services will execute a contract with each vendor to ensure compliance with the requirements. Once approved, vendors will receive an annual permit and be added to the TTU Approved Food Truck Vendor list. The permits provided to the food truck vendors must be renewed annually for the vendors to retain their approved status.

This program will ensure the utmost safety and compliance with TTU standards. The policy is effective for any food truck operating on any TTU campus, effective June 14, 2023. For more information or inquiries, please contact procurement@ttu.edu or access the **website.**

Introduction to TechBuy Training

Our next Introduction to TechBuy class is scheduled for Friday, July 14, 2023, from 2:00 - 4:00 PM CST at Doak Hall. Users can sign-up for the class through Cornerstone.

Procure to Pay Training

The Procure to Pay class is a comprehensive class that covers the procurement process from requisition submittal to encumbrance closeout and is mandatory for TechBuy users with Shopper, Requester, and Approver roles. If you are new to TechBuy, this class is required, but we also encourage anyone who would like a refresher to attend to receive the latest training. If you would like to attend, please email strategic.acquisitions@ttu.edu and a calendar invitation will be forwarded to you.

Contract Training

For new users to TechBuy or for users who have not completed a "Contract Training" course, 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 status of financial manager, approver, and requester; 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.

CHROME RIVER IS LIVE!

Chrome River PCard System

Reminder that PCard expenses can be submitted at any time. You do not have to wait for the billing period to end on the 3rd of the month to submit. We encourage departments to submit weekly or bi-weekly to stay on top of charges and to meet grant and fiscal year-end deadlines.

When you leave the department or University and no longer need your PCard, you must contact the PCard team to close your card and ensure all card transactions are submitted in Chrome River.

Chrome River Travel System

Beginning July 1st, 2023, all TTU/TTUS Travel applications must be submitted in the new Chrome River Travel System. *Beginning immediately,* all travel applications with a return/end date after 8/21/2023 should be submitted through the new Chrome River travel system. For additional information on Chrome River, please click here. Please contact your Travel Office if you have any questions about these deadlines or any other questions about the transition to the new Chrome River Travel System.

PURCHASING FROM EBAY

The following cannot be purchased from eBay under any circumstances: computer equipment, software, vehicles, drones, chemicals and gases, alcohol, firearms, lasers, controlled substances, radioactive materials, biohazardous materials, furniture, equipment manufactured in China, services, anything exceeding $500 per item (controlled asset), personal purchases, and illegal items (drugs, elephant ivory, stolen property, etc.)

Procurement Services discourages purchases from eBay. When considering an eBay purchase, it is essential to remember that the department will have no recourse if the item is received damaged or not in working condition, except eBay's moderation between the department and the seller. There is no guarantee in such a case that the department's funds will be refunded.

Many times these items come as is with no warranty. If the item breaks or stops working, the department is either out of the cost of the items purchased or may be out of additional funds for the cost of the repairs. You may make purchases on eBay using the University Procurement Card (PCard) only in compliance with the card restrictions.

Departments should heavily consider the risks before making such purchases. The department needs to acknowledge if they proceed, they are assuming all risks for functionality, warranties, and potential fraud.

Departments will have limited recourse for disputes with eBay.

Please submit a requisition and enter the vendor manually. If you have the PDF vendor form, attach it to the requisition and let the Vendor Team know the requisition number.

Beginning July 1st, vendor setup requests will no longer be accepted by email and must be submitted by a requisition. Also, PDF vendor forms will no longer be accepted by email or attached to the requisition as we are live with the dynamic form process. See the information below:

What Is Changing	What Is Not Changing
Dynamic Forms is required for all new vendor requests and setups. The required information for vendor setup will be included through the online web-based portal. Departments will no longer use the "TTU New Vendor Form" on the Procurement Services website. Departments will now submit the requisition in TechBuy using the Manual Vendor Entry. (See How To Guide) Vendors will be invited to register as a vendor through the Dynamic Form from an email sent from Vendor Services. This will be done once the requisition has been submitted and reviewed in TechBuy using the Manual Vendor Entry. PDF Vendor Forms attached to requisitions will no longer be required nor accepted post July 1, 2023. Vendors will have access to upload and update their records and documents as part of the vendor setup process. New vendors setup through Dynamic Forms must initiate all vendor record updates once the update form is made available.	Departments will continue to use TechBuy to procure goods and services. Active vendor records will continue to be available in Banner and TechBuy. (Note: Banner automatically inactivates any vendor with no activity in the past two years) TTU will continue to use the PDF version of the Vendor Update Form on the **Procurement Services website.** Vendor Services will continue to set up vendors that were submitted prior to July 1, 2023 on the PDF form. However, these forms should be submitted as an attachment to a requisition and not e-mailed to vendor.services@ttu.edu All existing vendor records in Banner and TechBuy will remain unchanged.

For help on entering the vendor manually, please view the attached instructions **here.**

EMPLOYEE SPOTLIGHT

Please help us congratulate the Employee of the Month for June, 2023: Jessica Williamson

Jessica Williamson is a vital member of the Contract Management team. Jessica earned this recognition by training and teaching new employees and interns, as well as taking on a large workload for her team. She has stepped up to take initiative as a leader for the Contract Management team. She has a great attitude and is always willing to help and teach others.

This recognition puts Jessica in the running for this year's Employee of the Year.

Congratulations, Jessica Williamson!!

Other recognized employees for the Month of June include:

*Phyllis Smith - PCard
*Aaron Hughes - Travel Services
*Paige Mahaffey - Strategic Acquisitions
*Sandra Bartkus - Business Intelligence/Vendor Services
*Elizabeth Hernandez - Payment Strategies

Please help us welcome our newest staff members:

Allison Turner
Contract Management
allturne@ttu.edu

Molly Andrade
Business Intelligence
molly.andrade@ttu.edu

Lindsey Barnes
Intern - Contract Management
lindbarn@ttu.edu

Alexis Trammell
Intern - Strategic Acquisitions
altramme@ttu.edu

TEXAS TECH UNIVERSITY
Procurement Services

Current vacancies:

*Contract Management Coordinator (33721BR)

*Senior Business Assistant (33650BR)

*Payment Strategies Specialist (33695BR)

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

WE ARE HIRING