



Procurement Services has a few reminders from the Payment Strategies and Vendor Services teams, as well as reminders pertaining to Capital Assets and HUB goals.

[CLICK HERE TO READ MORE](#)



The Pcard and Travel team has a few reminders and announcements.

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

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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](#)



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

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Please help us congratulate our Employee of the Month for the months of September and October, Crystal Leal-Lopez and Kristen Kelley, respectively.

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

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Payment Team Reminder

If a department has an invoice for a TechBuy PO that they are ready to have put in line for payment, they should:

- Create a matching cost receipt for the invoice.
- Attach the invoice to the matching cost receipt.*
- Complete their cost receipt entry.

*If a department's practice is to attach the invoice to a comment to payment.strategies@ttu.edu in TechBuy, they can certainly continue with that practice, we just ask that they also attach the invoice to the cost receipt they create. Lastly, please note that it can take our office up to a week after a receipt is created before we can review and approve the receipt/begin the payment process.

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.

Capital Assets

Please see the attached screenshot of what is and is not included as a capital asset.

Capital Asset Accounting

Capital Asset Acquisition Cost

Report and record capital assets at their historical costs. Historical costs include:

- Vendor's invoice (plus the value of any trade-in or educational allowance, if reflected on the invoice)
- Sales tax
- Initial installation cost (excluding in-house labor)
- Modifications
- Attachments
- Accessories or apparatus necessary to make the asset usable and render it into service
- Ancillary charges (such as freight and transportation charges, site preparation costs and professional fees)

Incidental charges (such as extended warranties, maintenance agreements, additional parts or consumable items) are no longer considered part of the asset cost.

Example:

Capital Asset	\$ 10,000
Trade-in	2,000
Installation Cost	250
Freight/Transportation	300
Total Cost of Asset	<u>\$ 12,550</u>

Note: For more information regarding incidental charges, see the **Note** and the **If/Then** table under **Capital Asset Acquisition Cost** in Chapter 1 of the SPA Process User's Guide.

As required by GASB 89, on financial statements prepared using the economic resources measurement focus, agencies must recognize an interest cost incurred before the end of a construction period as an expense in the period in which the cost incurred. As a result, an interest cost incurred before the end of a construction period is not included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. For additional information, see **Note 2 – Capital Assets**.

Fiscal Year 24 Historically Underutilized Business (HUB) Goals

- 7.15% for heavy construction other than building contracts
- 16.86% for all building construction, including general contractors and operative builders' contracts
- 24.53% for all special trade construction contracts
- 13.61% for professional services contracts
- 15.10% for all other services contracts
- 26.04% for commodities contracts



Pcard

- Effective September 1, 2023, the single purchase limit on all Pcards was increased to \$5,000.
- Reminder all Apple products must be purchased on the CDW-G punchout.
- A workaid has been developed to help users find the correct expense category in Chrome River and the account code for that expense. It can be found on the Procurement Services webpage under Resources>Training and Work Aids>Chrome River>Chrome River Expense Category Breakdown. Click here to access the workaid.
- For any Voyager card questions or issues, please email the Pcard team at purchasing.pcard@ttu.edu. A reminder that the PIN for Voyager Cards can be located on the card, or the user can email if there are questions on where to find it.
- The Pcard billing cycle runs from the 4th of the month to the 3rd of the following month. Expense submission is required by the 15th of the month or the next business day if the 15th falls on a weekend or holiday. Since expenses are loaded to Chrome River daily, you can submit reports more frequently, such as weekly or bi-weekly. We encourage this for critical deadlines such as year-end, holidays, or larger expense reports. This is also beneficial if you have a grant fund that is expiring before the billing period ends.

Travel

- The name for all Chrome River reports (Pre-Approval, Advances, Final Expense Report) should be the trip start and end dates followed by the destination city or county. For example, 11.6.2023-11.9.2023 San Diego, CA.
- Because of the volume of student travel, a reminder that there are guidelines for Student travel. You may access the guide [here](#).
 - a. The TAC card is the best solution if the student travel has a group sponsor.
 - b. An advance for meal per diem can be requested by the group sponsor and paid out to the student. Proof that the student received the advance is required on the final expense report.
 - c. Faculty cannot claim expenses paid for by the students on their expense report. Each person who paid for their travel must submit an expense report in Chrome River.
 - d. Student travel is not allowed on state-appropriated funds.
- We have many questions regarding hotel itemization. This information is on page 28 of the Chrome River Travel Training Guide. All expenses must be itemized. You must enter the nightly rate for each night as well as the nightly taxes and fees. You must itemize each hotel stay if multiple hotels were used on a trip. The amount spent on the parent level should match the receipt (unless non-reimbursable items are on the receipt), and the itemization should equal that amount. The preparer may have to change the spent amount when you import the pre-approval if what was spent differs from what was encumbered.
- Don't forget about the sweepstakes that Southwest Airlines is running this fall: Southwest Airlines is giving you the chance to win round-trip air travel or 5,000 Rapid Rewards points! To enter for a chance to win, log in to SWABIZ using Texas Tech's Company ID Number 99132541, and connect it to your Rapid Rewards account number by logging into your account on the homepage. Then, fill out the form in the link provided by November 30, 2023. To learn more and enroll in the sweepstakes, please visit <https://business.southwest.com/texastechsweepstakes>.
- The Texas Comptroller of Public Accounts has awarded a contract to Hotel Engine for discounted rates for state agencies, institutions of higher education, and local governments on transient travel while doing business for the State of Texas. Hotel Engine is a private hotel booking platform that connects State of Texas travelers to rates unavailable to the public and streamlines business travel management. With dedicated, 24/7 customer support services, a simple search and book process, and customized account management tools, Hotel Engine is the contracted vendor for the State of Texas. Texas Tech will implement Hotel Engine on January 1, 2024. More information will follow in the coming months.



HOLIDAY DEADLINES

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.

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.

Departments should plan for additional time to process vendor setups, purchase requisitions/purchase orders, contracts, vendor payments, travel transactions, Pcard transactions, and related procurement transactions between Monday, November 13, 2023, and Thursday, January 18, 2024. As a reminder, Pcard transactions may be reconciled on a weekly basis in Chrome River.

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
- Travel Services (travel) – travelservices@ttu.edu
- Pcard Services (pcards) – purchasing.pcard@ttu.edu
- TechBuy Support (techbuy issues and general support) – techbuy.purchasing@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 not any 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.



JP MORGAN QUICK PAY

JPMorgan Chase QuickPay program can save you time when submitting requests for gameday security or officials, UIL judges, and Participant Payments. Individuals can be paid via an email or text message similar to Venmo or Zelle. This saves you time by cutting out the requisition (direct pay) process and saves our team's review time by allowing a file upload to JPMorgan. If you have any questions about the process, please contact us.

- 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 JP Morgan, they simply put in their current banking information and the program will remit payment directly to them from JP Morgan.
- 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, JP Morgan 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.



TRAININGS

Pcard Training

Please email purchasing.pcard@ttu.edu to receive an invitation to our next training session.

Travel Training

Please email travelservices@ttu.edu to receive an invitation to our next training session.

Contract Management Training

Please email contracting@ttu.edu to schedule a virtual or in-person Mastering Contract Administration Training Class for your department.

Procure to Pay Training

Our upcoming Procure to Pay Training class is scheduled for: November 15, 2023, 2:00 PM - 4:00 PM. This training will occur 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.

Introduction to TechBuy Training

Our upcoming Introduction to TechBuy classes are scheduled for: Thursday, November 9, 2023, 2:00 PM - 4:30 PM. This training will take place at Doak Hall. Users can sign up for the class through Cornerstone.



Please help us congratulate the Employee of the Month for
September, 2023: Crystal Leal-Lopez

Crystal was recognized for being a collaborative member of the Procurement Services team. Crystal is always willing to help any of our distinct teams and encourage cross-communication within the department.

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

Congratulations, Crystal!!

Please help us congratulate the Employee of the Month for
October, 2023: Kristen Kelley

Kristen was recognized this month for displaying a very successful transition to the vendor services team. Kristen has been extremely helpful in training and helping our new Senior Business Assistant, Devannie, get adjusted in her new role.

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

Congratulations, Kristen!!



Please see our current vacancies:

***PCard Services Specialist (34441BR)**

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

