Procurement Services would like to provide a reminder that 14 funds are ending at the end of the fiscal year and purchases on certain account codes must be paid on or before 8/31/2024.

**Procurement Services Tip of the Month**

If you are buying equipment, the shipping line item should have the same account code as that of the equipment. There is no need to change the account code for shipping.

Please review this section to see Fiscal Year End deadlines. If any questions or concerns arise, please contact the Procurement Services Office.

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

Introduction to TechBuy, Procure to Pay, Managing Contract Administration, Chrome River for Travel and Chrome River for Pcard Trainings are available for registration.

Please help us congratulate the Employees of the Month for January and February: Angie Lopez and Allison Turner, respectively. We would also like to highlight two recent employee promotions in the department.

Procurement Services is searching for the newest staff members. Be sure to check out and apply to the current open positions.
**Procurement Reminders**

*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 submitting a requisition in TechBuy, enter the vendor information using key words to search for the vendor before manually entering the vendor information.
- Submit all requests for updates via a comment on the requisition or PO and the Vendor Services Team will contact the vendor for any required forms.
- Vendor Services is extremely busy and working through a high volume of email requests, but we are happy to help. If you have any questions, please feel free to call this team.

**Fiscal Year End Deadlines**

In continued efforts to support the needs and expectations of the campus community, the Operations Division, in partnership with Procurement Services, has set end-of-fiscal-year deadlines for furniture purchases (totaling more than $1,500) and facility project requests. These updated deadlines will support a distribution of resources to better address project scopes and fund processing to meet end-of-fiscal-year financial guidelines.

Furniture (totaling more than $1,500) and facility project requests requiring an initial start date or completion during FY24 (through August 31st) must be submitted on or before Thursday, February 29, 2024. Project requests should be submitted via the Operations Division portal TMA iServiceDesk - Texas Tech University-Physical Plant (ttu.edu). Any project request submitted after Thursday, February 29th, 2024, will need to be approved by the Space Allocation Committee (SAC) and/or executive leadership.

Furniture procurement requests must comply with Operating Policy 72.09 and will follow the regular process, with the requisition being submitted through Procurement Services via TechBuy.

Please note that the approval by the Operations Division represents that the department may proceed with the process. The transaction must still comply with procurement and contract requirements, including those found in Operating Policy and Procedures 72.01 and 72.09.

The Procurement Services 2024 Fiscal Year-End Deadlines can be found here.

Project and furniture requests for fiscal year 2025 starting September 1, 2024, or later must be submitted by June 1, 2024.

We appreciate the campus’ assistance as we adjust to these fiscal year-end deadlines. If you have any questions or need additional information, please contact Work Control at 742-4OPS or Strategic Acquisitions at strategic.acquisitions@ttu.edu.
Pcard
Reminder that the Pcard billing cycle runs from the 4th of the month to the 3rd of the following month. You can submit your Pcard expense reports at any time but all charges for the billing cycle must be submitted no later than the 15th of the month after the billing cycle closes.

We are seeing more and more fraud on our Citibank Travel and Pcards. Please ensure the contact information we have on file with Citi is current. This is so Citi can contact you if they suspect fraud on your card. We have also received reports of suspected spoofing calls from Citi. If you are receiving calls, please do not call back the number that called you. Either contact us or call the number on the back of your card.

Travel
Travel Services received the Goin’ Band 2023 Champion Award for all the extra help for the band during football season, the Macy’s parade, and the bowl game.

Travel Services also received the Random Act of Kindness honor from University Recreation.

Mastering Contract Administration Training
The Mastering Contract Administration training course is available for registration in Cornerstone. Courses are scheduled out through June of 2024 and will be held in-person in TTU Plaza Room 218.

Procure to Pay Training
TTU Procurement Services will host a Procure to Pay Training on Thursday, February 22, 2024, from 2:00PM-4:00PM via Microsoft Teams. This will cover the procurement process from requisition submittal to encumbrance closeout. This training 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. Please contact strategic.acquisitions@ttu.edu if you would like to be sent an invitation to this training.

Introduction to TechBuy Training
Our upcoming Introduction to TechBuy class is scheduled for Thursday, March 7, 2024. This training will take place in Texas Tech Plaza - Conference Room 218 from 2-4:30PM. Users can sign up for the class through Cornerstone.

Chrome River for Travel
Chrome River for Travel training is available for registration in Cornerstone.

Chrome River for Pcard
Chrome River for Pcard training is available for registration in Cornerstone.
Effective September 1, 2023, the single purchase limit on all Pcards will be increased to $5,000.

Please see our current vacancies:

In alignment with the university's research initiative, we will be adding several additional research-dedicated positions.

Please join Procurement Services in congratulating the Employee of the Month for January, 2024: **Angie Lopez**

Angie is being recognized for stepped up in her role and hitting the ground running. Angie maintained a sharp eye while being overloaded with requests.

This recognition puts Angie Lopez in the running for this year’s Employee of the Year. Congratulations, Angie!!

Please join Procurement Services in congratulating the Employee of the Month for February, 2024: **Allison Turner**

Allison is being recognized for kicking tail on the contracting team. Going out of her comfort zone, building her confidence, handling stressful times with patience.

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

Please also help Procurement Services congratulate a few employees who have earned promotions:

* **Aaron Hughes** has been promoted to Section Coordinator for the Travel Services team.
* **Caitlyn Terrell** has been promoted to Pcard Research Section Supervisor. Caitlyn will be a dedicated resource for the research initiative on the Pcard team.

In alignment with the university's research initiative, we will be adding several additional research-dedicated positions.

Please see our current vacancies:

* **Project Manager - Contracting Compliance (36659BR)**
* **Business Intel Section Coordinator (36157BR)**
* **Payment Strategies Specialist (36156BR)**
* **Vendor Services Section Coordinator (36640BR)**
* **Travel Services Specialist (36641BR)**

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