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Lenovo & Lexmark

Lenovo and Lexmark products **are not permitted** for purchase. These products do not comply with TTU security requirements. TTU Procurement Services department is currently working with the TechBuy vendors to block these products from catalogs. Procurement Services can assist with finding an alternative products. If you have any questions, please contact strategic.acquisitions@ttu.edu.

PCard

Cardholders are required to provide original receipts and any required supporting documentation for each purchase on the PCard, by the deadline that will be published on a regular basis.

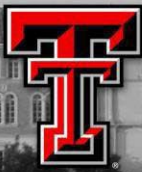
If the Cardholder is unable to obtain a valid receipt, a Missing Receipt form must be prepared, signed, and submitted with the reconciliation. The Missing Receipt form is available at <http://www.depts.ttu.edu/procurement/forms/> under Procurement Card

Transactions on appropriated or sponsor project funds do not allow transactions without a valid receipt. Alternate funding will be required if the receipt cannot be located.

Failure to provide evidence of documentation will be considered a policy violation.

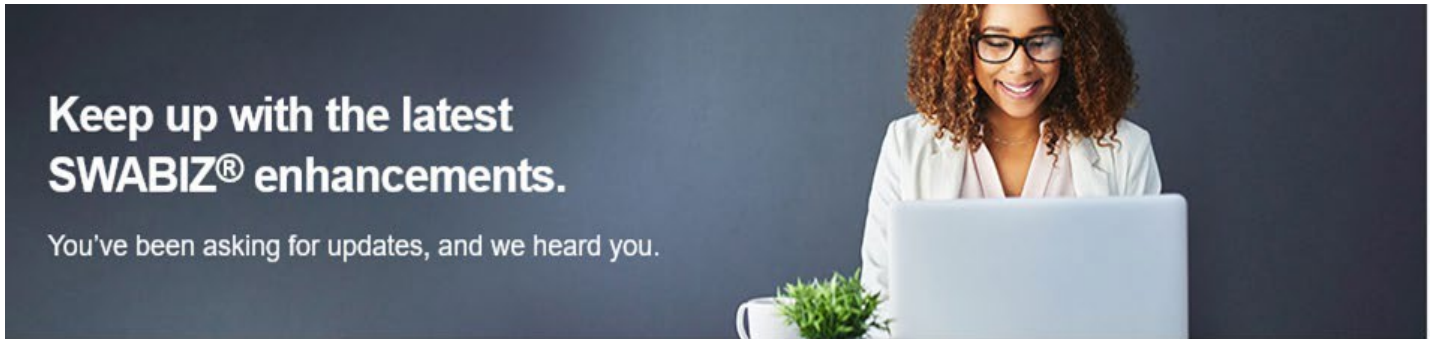
For a reconciliation that is late by thirty days or more, the PCard will be suspended until the reconciliation is received in the PCard Office. For reconciliations that are 60 days late, the PCard may be terminated.

Foreign transactions are prohibited on the Pcard and must be processed in TechBuy due to customs regulations. If you are unable to make the foreign purchase through TechBuy, please seek approval from both the Pcard and Tax office PRIOR to making the purchase.



Travel

Effective January 1, 2022 the maximum mileage reimbursement rate for state employee travel in a personal vehicle will increase to 58.5 cents per mile (up from 56 cents in 2021). This rate is consistent with the Internal Revenue Service’s standard mileage rate. Please contact travel.services@ttu.edu with any questions.



Book & track your company's travel with SWABIZ,
Southwest's FREE online corporate booking tool.

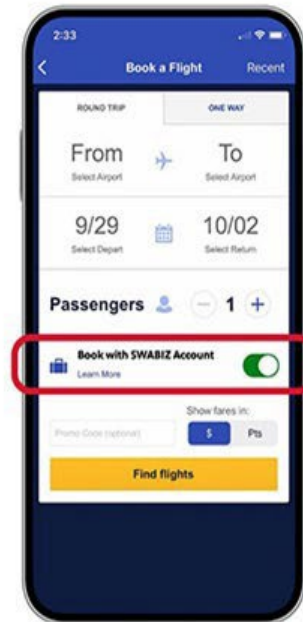
Enroll now

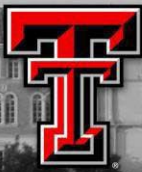
Travelers can now book SWABIZ through the Southwest® app and Southwest.com® mobile site!

Here's how:

1. Open your Southwest app or go to Southwest.com in your mobile web browser.
2. Log in to your SWABIZ Traveler Account.
3. Click "Book a flight."
4. Swipe the toggle next to "Book with a SWABIZ account."
5. Verify or select your company account.
6. Begin booking!

A SWABIZ Traveler Account is required to book SWABIZ reservations through the Southwest app or Southwest.com mobile site. If your Traveler doesn't have one, they can create one by linking their Rapid Rewards® account to your company's SWABIZ account on the swabiz.com desktop site.





Departmental Emails

As a reminder, please submit all urgent issues and questions to the following general email boxes. These emails are monitored at all times so questions can be redirected in case of an employee absence.

TechBuy Support: techbuy.purchasing@ttu.edu

Strategic Acquisition (Purchasing): purchasing@ttu.edu

Travel Services: travelservices@ttu.edu

Payment Card Strategies (PCard): purchasing.pcard@ttu.edu

Contract Administration (Contracting): contracting@ttu.edu

Payment Strategies: payment.services@ttu.edu

Supplier Services: vendor.services@ttu.edu

Insurance Certificates: procurement.insurance@ttu.edu

Procurement Services: procurement@ttu.edu

Did You Know?

Procurement Services has awarded a campus-wide master contract to the following three vendors for Event Supply, Equipment Rental, and Production Services:

- Spoil Me Rotten
- GRIT Expositions LLC
- CRE8AD8

Email

strategic.acquisitions@ttu.edu

for any questions about these contracts.



TEXAS TECH UNIVERSITY
Procurement Services™

Contact Us:

806-742-3844

procurement@ttu.edu

www.depts.ttu.edu/procurement