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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/](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.
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

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.acquistiions@ttu.edu for any questions about these contracts.

Contact Us:
806-742-3844
procurement@ttu.edu
www.depts.ttu/procurement