



In this Issue:

- PCard Announcements
- TechBuy – New Change Order Process
- Procurement Forum
- Strategic Acquisitions
- Holiday Deadlines
- Travel Services
- Late Payments
- FY22 Property Insurance
- Departmental Emails

PCARD Announcements

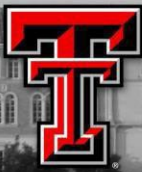
PCard Ordering Process

The following questions must be asked before selecting a Vendor:

- Is the vendor in good standing with the State of Texas?
<https://fmcpa.cpa.state.tx.us/tpis/> (Cardholders are required to verify prior to using the PCard with the Vendor).
- Does TTU/TTUS have an established purchasing contract for use in procuring the needed goods or services? If so, the department should coordinate with Strategic Acquisitions Office to verify the requirements for obtaining contract pricing. Please contact strategic.acquisitions@ttu.edu.
- If there is not an established contract, does the vendor offer a discount to TTU/TTUS or higher education? If so, the department should coordinate with Strategic Acquisitions Office to verify the requirements for obtaining discount pricing.
- Be mindful of shipping costs. While the item may be less expensive to order online, TTU's/TTUS' contracts may include free or discounted shipping that make the overall cost cheaper than ordering online and paying full shipping costs.

Historically Underutilized Business Vendor Requirements for Pcard Purchases:

- TTU/TTUS is committed to exercising a good faith effort to increase the number and value of business transactions with Historically Underutilized Business (HUB) Vendors. Pricing should be compared among several vendors, including HUB.
- When selecting a Vendor, the main objective is to obtain the best value for your department and TTU/TTUS. Contact the Strategic Acquisitions Office (strategic.acquisitions@ttu.edu) for any assistance needed with identifying HUB vendors that provide the goods and services.



When placing an order, make sure:

- The purchase is tax exempt if purchased from or shipped to a location to the state of Texas. The vendor may require the TTU/TTUS Tax Exempt Certificate. The cardholder is responsible for ensuring that sales tax is not included when making the purchase.
- The vendor gives TTU/TTUS any applicable discounts or contract pricing.
- You provide your name as it appears on the Pcard.

TechBuy – New Process for Change Orders

Procurement Services has developed a new and efficient way to the change order process in TechBuy. Requests to update existing orders must be completed on the TTU Change Order Form in TechBuy. The TTU Change Order Form is no longer required with this new process change, and “**Change Requests**” can now be completed instead.

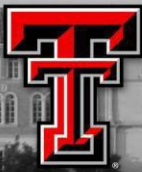
“**Change Requests**” will now allow users to complete changes to their purchase orders. Fields such as **total amount, quantity, fund, org, account, and program codes** can now be updated! Once a change request is submitted, the change request will route to **FOAPAL** and **Strategic Acquisition Review** and approval. TechBuy Support will be hosting trainings to discuss the new process change on the following dates:

- Tuesday, October 10/26/2021 – 2:00 - 3:00 PM
- Thursday, October 10/28/2021 – 3:00 - 4:00 PM
- Monday, November 10/26/2021 – 10:00 - 11:00 AM
- Wednesday, November 10/26/2021 – 2:00 - 3:00 PM
- Tuesday, November 10/26/2021 – 9:00 - 10:00 AM
- Thursday, November 10/26/2021 – 10:00 - 11:00 AM

If you would like to attend, please email techbuy.purchasing@ttu.edu and a calendar invitation will be forwarded to you. With this new feature, TechBuy Support will continue to support the TTU Change Order Form in TechBuy; however, this form will be archived in the near future. For more information or feedback, please get in touch with the TechBuy Support Team.

Procurement Services Forum

The next Procurement Services Forum is November 11, 2021 from 4:00 – 5:00 PM and will be held via Microsoft Teams. Please email techbuy.purchasing@ttu.edu for an invitation.



Strategic Acquisitions

TTU Procurement Services has created a new Intended Use of Technology Form that is required for all software and any hardware acquisitions that include a software component (including lab equipment) and DO NOT require a contract. This requirement does not apply to any consumable product purchases or any purchases of a standard desktop or laptop computers.

Effective immediately, this form must be completed and attached to your TechBuy requisition when there is not a TTU negotiated and executed contract for the current purchase. If there is a contract required, the questionnaire is included in the standard TTU Contract Routing Sheet. The Contract Routing Sheet already contains the required questions.

Welcome to our new team member! – We are excited to introduce Faith Harper, who joined the Strategic Acquisitions team in September.

Holiday Deadlines

Texas Tech University Procurement Services has established deadlines for processing transactions and establishing purchase orders / contracts / payments and travel applications during the upcoming holiday period.

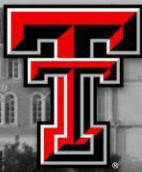
The deadlines can be accessed from the TechBuy homepage, Raiderlink, and through the Procurement Services website under the “About Procurement Services”

If you have any questions regarding the deadlines, please direct all inquires to techbuy.purchasing@ttu.edu

Travel Services

Travel Guidelines on State Appropriated Funding:

[The Texas Administrative Code \(TAC\), Section 20.413](#), requires a state travel credit card be used for all travel expenditures when using state appropriated funding (funds beginning with 11 through 14 – funds starting with 13 do not permit travel). In order to be in compliance, travelers using state appropriated funding must apply for a State of Texas Individual Bill Travel Card. Any allowable travel related expense not purchased with a state card will require non-appropriated funding (all TTU funds except 11-14; funds 21, 22, 23 may limited by sponsoring agency).



Travel Advance or Prepaid Expenses:

1. Travelers are encouraged to use SWABIZ when booking all air travel on Southwest Airlines. TTU/TTUS has negotiated discounts on all fares and they are only available by booking online through [SWABIZ](#). Southwest is offering 50% bonus Rapid Rewards Points if you book on [SWABIZ](#) and fly through December 15th. By booking through [SWABIZ](#), you have the ability to manage unused travel funds to a fully transferable voucher for no fee. Travelers can bill airfare on [SWABIZ](#) directly to TTU/TTUS and will not be out of pocket for the advance airfare.
2. If you need to travel to a destination that Southwest does not fly, you can still direct bill your airfare by using a transportation request/BTA through one of our contract travel agencies.
3. SWABIZ of the BTA is the preferred method to pre-pay airfare costs. Please refer to the Travel Services website for additional information: <https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/>.
4. An advance is provided to assist the employee, student, or group sponsor with expenses. The advance request must involve an overnight stay. All travel advance requests must be made at the time the application is submitted. Advances can be requested for meals, lodging, passport/visa fees, and other travel related expenses. Advances are not allowed for rental car expenses.

Late Payment Interest Rate

Late Payment Interest Rate for Fiscal 2022

The interest rate the state pays on a late payment to a vendor under the state's prompt payment law will be **4.25 percent** for fiscal 2022.

The interest calculation is one percentage point higher than the prime rate published in the *Wall Street Journal* on the first business day of July.

See [Interest Rate](#) on eXpendit (FPP I.005) for more information.



FY22 Property Insurance

The TTUS Office of Risk Management has allocated the system-wide property insurance premiums to all component institutions. If you are the contact for your department/area for property insurance FOPs, please be advised that you will be receiving your premium breakout from Paige Mahaffey (paige.mahaffey@ttu.edu) in the coming days. Your timely review and confirmation of FOPs for billing assists the TTUS Office of Risk Management in promptly paying our system-wide policy so there is no lapse in coverage.

If you have questions about your coverage or premium, please reach out directly to TTUS ORM at ttusrm@ttu.edu. Thank you!

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's absence.

TechBuy Support: techbuy.purchasing@ttu.edu

Strategic Acquisition (Purchasing):

strategic.acquisitions@ttu.edu

Travel Services: travelservices@ttu.edu

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

Contract Management (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



Contact Us:

806-742-3844

Procurement@ttu.edu

<https://www.depts.ttu.edu/procurement>



TEXAS TECH UNIVERSITY
Procurement Services™