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## Corning- National Price Increase: Science Materials and Technology

Due to the increased costs in logistics, energy, raw materials, and other operational expenses, Corning will be increasing their prices as of April 1, 2022. Corning products sold through Fisher Scientific and VWR may also experience similar increases. Procurement Services encourages placing orders for needed products in the VWR or Fisher punchouts by March 21, 2022, to ensure that you are receiving the lowest price available.

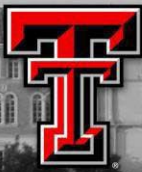
## TX-RAMP Vendors with Cloud Computing Services

SB 475 from the 87(R) Legislature charged the Texas Department of Information Resources (DIR) with establishing a state risk and authorization management program (see [Texas Government Code §2054.0593](#)). As a result, DIR developed the Texas Risk and Authorization Management Program (TX-RAMP) and finalized the program details in December 2021. For more information, please visit the DIR TX-RAMP site at <https://dir.texas.gov/tx-ramp>.

As a State of Texas Public University, Texas Tech University may only enter into or renew contracts that involve cloud computing services in any capacity (as defined by [Texas Government Code §2157.007](#)) with vendors that are listed on DIR's TX-RAMP list. If you have an existing or pending procurement for cloud computing services, please share this information with your vendor contact as soon as possible. Also, please allow extra time for contract reviews and for the vendor to apply to be listed on DIR's TX-RAMP certified vendor list. If you have any questions, please contact [TX-RAMP@ttu.edu](mailto:TX-RAMP@ttu.edu).

## Vendor Forms

Please be sure to state the purpose on your request to set up a vendor and be sure that you are using the most recent updated forms from the Procurement website. Please be sure when you submit the final form over to Vendor Services that the required signatures are in the needed sections. Also please make sure that the vendor is not already in the system before a request vendor setup request is sent. If you have any questions, please feel free to send an over to [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu).



## Travel

Texas Administrative Code (TAC), Section 20.413, requires a state travel credit card to be used for all travel expenditures when using state-appropriated funding (funds beginning 11, 12, 13, and 14).

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, 12, 13, and 14 unless limited by sponsoring agency).

Individual Bill Travel Card Application forms are available under the Travel header. Completed forms may be mailed to MS 1094 or emailed to [travelservices@ttu.edu](mailto:travelservices@ttu.edu). These cards are issued to individuals and payment to Citibank is the sole responsibility of the cardholder. These cards may only be used for official TTU travel related expenses. If you are not using state appropriated funds, you do not have to apply for the State of Texas Travel card, you can pay on your personal card and submit for reimbursement through the application and voucher process in the Travel system.

## New Contracts

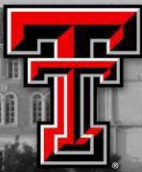
Texas Tech Procurement Services has recently established contracts for Outdoor Furniture & Event Supply & Equipment. Spring is quickly approaching, and we encourage departments that will be hosting events in the near future to utilize these contracts!

### **Outdoor Furniture:**

- **C18231** – BFD Interiors
- **C18248** – General Office Supply

### **Event Supply, Equipment Rental, and Production Services:**

- **C17879** – Grit Explosions
- **C17808** – CRE8AD8 LLC
- **C18132** – Spoil Me Rotten



# TEXAS TECH UNIVERSITY Procurement Services™

February 2022

## 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](mailto:techbuy.purchasing@ttu.edu)

Strategic Acquisition (Purchasing): [purchasing@ttu.edu](mailto:purchasing@ttu.edu)

Travel Services: [travelservices@ttu.edu](mailto:travelservices@ttu.edu)

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

Contract Administration (Contracting): [contracting@ttu.edu](mailto:contracting@ttu.edu)

Payment Strategies: [payment.services@ttu.edu](mailto:payment.services@ttu.edu)

Supplier Services: [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu)

Insurance Certificates: [procurement.insurance@ttu.edu](mailto:procurement.insurance@ttu.edu)

Procurement Services: [procurement@ttu.edu](mailto:procurement@ttu.edu)

*Did You Know?*

Texas Tech Procurement Services has recently established a new punchout in TechBuy for safety, sanitary, and janitorial supplies. Mayfield Smith & Associates offers six distribution centers all across West Texas (Lubbock, Amarillo, Abilene, Odessa, San Angelo, and Wichita Falls) and a full line of products that will fit your departmental needs. Mayfield Smith & Associates is State of Texas HUB certified and will award your department and Texas Tech University HUB credit with every purchase made. Their punchout can be accessed on the Maintenance/Repairs Supplies Dashboard in TechBuy. Come check them out today!



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Procurement Services™

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