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Change Request Form

There is a new Change Request guide that can be located [here](#) on the Procurement Services website.

Procure to Pay

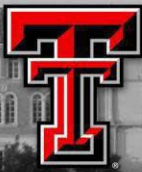
There is a Procure to Pay training scheduled for **Wednesday August 17th from 2pm to 4pm**. This training will be held via Microsoft Teams. If you are new to TechBuy, this class is required, but we also encourage anyone who would like a refresher to attend in order to receive the latest training. Please email strategic.acquisitions@ttu.edu if you would like to join this session and a calendar invite will be forwarded to you.

Fiscal Year End

As we approach the end of the fiscal year we want to continue and remind users to run the Cognos Open Encumbrances report (FI137). It is important to review all open encumbrances by using this report so that departments can return all unused funds back into their FY22 FOP's and determine if a purchase order has yet to be paid. If all invoices have been paid for FY22 or the encumbrance is no longer needed, please use the Encumbrance Release System to close the Purchase Order and release the encumbrance. If you need assistance in running the FI137 Cognos report, please contact techbuy.purchasing@ttu.edu. Just be sure you do not close out any purchase orders that are for services such as Copies, Water Deliveries, etc. As those invoices can be sent out a month after the FY closes.

Fiscal Year End Batch Close Schedule

August 4, 2022, August 11, 2022, August 18, 2022, and August 25, 2022: Purchase Orders that have **less than \$25.00** left in the encumbrance will have the funds released, and the purchase order closed. We encourage you to review all open purchase orders within your department so that you can ensure there are no payment interruptions. If you identify a purchase order that will be closed by the automatic purchase order batch close process, we strongly recommend keeping a balance of \$25.01 or greater if you require additional invoice payments on the purchase order.



Fiscal Year End Deadlines

The list of all fiscal year end deadlines can be found [here](#)

Fraud

We are still experiencing a slight increase of fraud cases in the current billing cycle. Please monitor your accounts closely in Chrome River. Please contact Citibank and the Pcard office (pcard.purchasing@ttu.edu) immediately if you see a transaction that was not authorized; Citibank contacts you to verify transactions or receive 2 or more declines when trying to process payment. You can reset your PIN by calling **877-905-1855**. This can help prevent scammers from hacking into your account.

Tax Exemption Certificates

Just a reminder that tax-exempt forms are the responsibility of the department making the purchase. The department will need to fill out the form, sign the form and provide it to the vendor. This form is no longer routed through Procurement Services and the completed form should not be forwarded to Procurement Services. The blank form can be located [here](#).

TTU Licensed Software Availability

Please use the link below to access all licensed software available to TTU.

[https://www.depts.ttu.edu/procurement/resources/training-and-workaids/documents/purchasing/TTU Licensed Software Availability.pdf](https://www.depts.ttu.edu/procurement/resources/training-and-workaids/documents/purchasing/TTU_Licensed_Software_Availability.pdf)



Pcard

- Shipping to personal/home addresses is not allowed. All items must be shipped to your TTU address.
- Please refer to the Pcard Guidelines for allowed purchases on the Pcard: <https://www.depts.ttu.edu/procurement/FormRepository/pcard/Pcard-Program-Guidelines.pdf>
- All transactions require an itemized receipt and should contain the following documentation:
 - Vendor identification (Vendor name)
 - Date of purchase
 - Description and quantity of each item purchased (this information may be handwritten on the receipt)
 - Cost per item (if available)
 - Total cost of order
 - Cardholder name and/or PCard number
 - Explanation of business purpose

Travel

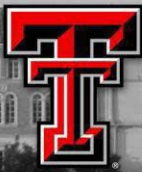
- The State of Texas Comptroller announced that the state mileage reimbursement rate effective July 1, 2022 to December 31, 2022 is 62.5 cents per mile. This is an increase from the January 2022 calendar year rate of 58.5 cents per mile.
Reminder: If mileage reimbursement crosses periods (June 2022 and July 2022), list as two separate lines on the voucher so that the correct rate is processed in the travel system. If you have any questions, please contact travelservices@ttu.edu.
- Rental car pre-paid fueling options should not be purchased. You must return the car empty and you will pay a higher price than if you fill the car yourself, we are seeing some up to \$10 per gallon! Please avoid this purchase and be sure you return the car with the same amount of fuel as what you rented it with.
- Travel expenses incurred in a foreign currency must be converted to U.S. dollars. Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense. If the receipt is not in English, the key reimbursement information must be translated into English. A redacted copy of the credit card statement may be attached as well.



IMPORTANT ANNOUNCEMENT

Personal Information

Please be sure you are not including your social security or ANY other personal information in TechBuy, Chromeriver Pcard reconciliations, the Travel System or email.



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.strategies@ttu.edu

Supplier Services: vendor.services@ttu.edu

Insurance Certificates: procurement.insurance@ttu.edu

Procurement Services: procurement@ttu.edu



TEXAS TECH UNIVERSITY
Procurement Services™

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www.depts.ttu.edu/procurement