



MEMORANDUM

TO: All Faculty and Staff
FROM: Procurement Services
SUBJECT: Holiday Deadlines 2021

Procurement Services has established the following deadlines for transactions needing to be processed during the holiday period.

TTU will be closed for the following dates during the holidays:

Thanksgiving Break: Closed Thursday, November 25, 2021 and will reopen on Monday, November 29, 2021.

Winter Break: Closed Friday, December 23, 2021 and will reopen on Monday, January 3, 2022. Procurement Services staffing will be reduced prior to and after these dates for staff vacations.

Departments should plan for additional time to process procurement, contract, vendor payments, pcard/travel, and related transactions between Monday, November 15, 2021 and Monday, January 17, 2022.

Please Note: These deadlines are in place to manage the workloads before and after the holiday break. Transactions submitted after these deadlines are permitted but may be delayed until after the holiday break. Procurement Services will make best efforts to complete the submitted transactions and will work orders in accordance with Administration priorities.

ARTWORK APPROVAL DEADLINES:

All artwork should be submitted by the following dates in order to be approved before the holidays:

Thanksgiving deadline: Monday, November 15, 2021.

Winter break deadline: Monday, December 13, 2021.

For questions please contact Veronica Medina at veronica.medina@ttu.edu or Susie Land at Susie.land@ttu.edu

THANKSGIVING DEADLINES:

Contracts that need to be executed prior to the Thanksgiving holiday must be submitted to the Contract Administration Office by Monday, November 1, 2021. The remaining Procurement Services departments have not established deadlines for the Thanksgiving Break. Departments should be mindful that staffing might be reduced prior to the break. Please refer to the Deliveries section of this memorandum.

Note: Any contract that exceeds \$100,000 will require additional reviews and approvals outside of the Contract Administration office, and will require additional time to process. All IT hardware and software contracts exceeding \$10,000 require review by the Office of the Chief Information Officer ("CIO") and may require additional time to process as well.

WINTER BREAK PURCHASING DEADLINES:

Requisitions for punch-out vendors, purchases less than \$50,000, or purchases on an established institutional, cooperative, or other governmental agency contract may be submitted until Friday, December 3, 2021 for goods and services needing delivery prior to the start of the break (this does not include long-lead delivery items). Any transaction that is urgent must be flagged as urgent in TechBuy and an email should be sent to strategic.acquisitions@ttu.edu. Any transaction requiring an advance payment or deposit must also follow the Payment Services deadline.

Please contact strategic.acquisitions@ttu.edu and contracting@ttu.edu for purchases in excess of \$50,000 to establish a proposed timeline.

DELIVERIES:

ANY SHIPMENT THAT ARRIVES DURING THE THANKSGIVING AND WINTER BREAK MAY BE RETURNED TO THE VENDOR UNLESS SPECIAL SHIPPING ARRANGEMENTS ARE MADE BY THE ORDERING DEPARTMENT. IT IS THE

DEPARTMENT'S RESPONSIBILITY TO HAVE STAFF AVAILABLE TO COORDINATE AND RECEIVE SHIPMENTS DURING THE BREAKS. ANY SHIPMENT BEING MADE TO CENTRAL RECEIVING OR ENVIRONMENTAL HEALTH & SAFETY MUST BE COORDINATED WITH THE APPROPRIATE AREA. DELIVERIES MADE TO A TTU EMPLOYEE'S HOME OR OTHER NON- TTU PROPERTY ARE A VIOLATION OF TTU/TTUS POLICY.

WINTER BREAK PROCUREMENT CARD DEADLINES:

There are no holiday deadlines for procurement card transactions except insofar that delivery might occur over the holiday break (see DELIVERIES).

WINTER BREAK DIRECT PAY DEADLINES:

Direct Pay transactions must be submitted by Friday, December 3, 2021 in order to be paid prior to the break.

WINTER BREAK TRAVEL DEADLINES:

Travel applications that require an advance or domestic vouchers requiring payment prior to the break must be received by Friday, December 3, 2021. International travel vouchers requiring payment prior to the break must be received in the Travel Services office by Wednesday, December 1, 2021. As a reminder, all international travel requires prior approval of the Office of International Affairs. Please contact travelservices@ttu.edu for additional support.

WINTER BREAK PAYMENT SERVICES DEADLINES:

For any purchase order payment needed before the winter break, an invoice and required receiving report must be received by Payment Services by Friday, December 3, 2021. Invoices must be scanned and attached to a comment in TechBuy. A comment must be made to Payment Services to notify the team that the documentation has been provided. For additional support, please contact payment.services@ttu.edu.

WINTER BREAK CONTRACTING DEADLINES:

Contracts, whether submitted in conjunction with a requisition or by email (expenditure contracts must be submitted with a requisition), must be submitted by Friday, November 12, 2021 in order for review and execution to take place by Thursday, December 23, 2021. Any contract that is urgent must be flagged as such and an email should be sent to contracting@ttu.edu.

Note: Any contract that exceeds \$100,000 will require additional reviews outside of the Contract Administration office and will require additional time to process. All IT contracts exceeding \$10,000 require review by the CIO's office and may require additional time to process as well.