



# TEXAS TECH

---

## UNIVERSITY.

### MEMORANDUM

**TO:** All Faculty and Staff  
**FROM:** Procurement Services  
**SUBJECT:** Holiday Deadlines 2018

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 22, 2018 and will reopen on Monday, November 26, 2018.

Winter Break: Closed Monday, December 24, 2018 and will reopen on Wednesday, January 2, 2018.

Procurement Services staffing may be reduced prior to and after these dates. Departments should plan for additional time to process transactions.

*Please Note:* These deadlines are in place to guarantee that we can process transactions before the holiday break. Transactions that occur after these deadlines are permitted but may not be processed until after the holiday break. Procurement Services will make best efforts to complete the submitted transactions.

#### **ARTWORK APPROVAL DEADLINES:**

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

Thanksgiving deadline: Monday, November 19<sup>th</sup>.

Christmas break deadline: Monday, December 17<sup>th</sup>.

For questions please contact Michelle Hougland at [michelle.hougland@ttu.edu](mailto:michelle.hougland@ttu.edu) or Susie Land at [Susie.land@ttu.edu](mailto:Susie.land@ttu.edu)

#### **THANKSGIVING DEADLINES:**

Contracts that need to be executed prior to the Thanksgiving holiday must be submitted to the contracting office by November 2, 2018. The remaining Procurement Services departments have not established deadlines for the Thanksgiving Break. Departments should be mindful that staffing may be minimal prior to the break. Please refer to the Deliveries section of this memorandum. Note: Any contract that exceeds \$100,000 will require review by the General Counsel and will require additional time to process. All IT

contracts require review by the CIO's office 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 contract may be submitted until December 7, 2018 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 should be flagged as urgent in TechBuy and an email should be sent to [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu). Any transaction requiring an advance payment or deposit must follow the Payment Services deadline.

Please contact [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) and [contracting@ttu.edu](mailto:contracting@ttu.edu) for purchases in excess of \$50,000.

**DELIVERIES:**

**Any shipment that arrives during the Thanksgiving and Winter Break will likely 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 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 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 7, 2018 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 December 7, 2018. International travel vouchers requiring payment prior to the break must be received in the Travel Services office by Wednesday, December 5, 2018. As a reminder, all international travel requires prior approval of the Office of International Affairs. Please contact [travelservices@ttu.edu](mailto:travelservices@ttu.edu) for additional support.

**WINTER BREAK PAYMENT SERVICES DEADLINES:**

For any purchase order payment needed before the holiday break, an invoice and required receiving report must be received by Payment Services by Friday, December 7, 2018. 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](mailto: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 16, 2018 in order for review and execution to take place by December 21, 2018. Any contract that is urgent should be flagged as such and an email should be sent to [contracting@ttu.edu](mailto:contracting@ttu.edu). Note: Any contract that exceeds \$100,000 will require review by the General Counsel and will require additional time to process. All IT contracts require review by the CIO's office and may require additional time to process as well.