

TechBuy Guidelines for Entering Requisitions for Armored Car Services

The following guidelines are intended to provide assistance for individuals entering requisitions for armored car services. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

The university has an exclusive contract with Loomis Armored US Inc. If your department needs armored car services, contact TechBuy Support at techbuy.purchasing@ttu.edu and provide details about the specific services that will be needed (i.e. locations, frequencies, etc.). The contract will be amended to include your department, and a Loomis representative will contact you.

1. Enter the requisition on a Non-Catalog Form using the amount of the quote received from Loomis. (The quote will be an estimate for the fiscal year.)
2. For **Purchase Category**, select "Other."
3. Under **Product Description**, list the specific services that will be provided for your department, including frequency, location of pickup, and the starting and ending dates of service.
4. Use account code 7N3040, "Freight/Delivery Service".

Notes:

- Extra services such as coin rolling and lock boxes are also available. If you are interested in these services, ask the Loomis representative for details, and include these in the quote if desired.
- As provided in the contract, the rate for armored car service can change during the fiscal year. Increases are not allowed unless they are approved by the Purchasing and Contracting Office, and are usually only allowed because of rising gasoline prices. You will be notified if an increase is required.
- The contract with Loomis notes the university's official holiday schedule.
 - If your office will be closed on days other than those listed on the university's official holiday schedule (i.e., during spring break, between semesters, etc.) or if you need to schedule any other work stoppages, email Lora at least two weeks in advance and Lora will contact Loomis. If the email is sent less than two weeks in advance, you need to call Lora to make sure she receives the email in time to contact Loomis to stop the pickups. If Loomis comes by to make a scheduled pickup and your office is closed, you will be charged for the stop.
 - If you need to continue armored car service during the university's official holiday schedule, send Lora an email, preferably at least two weeks in advance and Lora will contact Loomis. If the email is sent less than two weeks in advance, call Lora to make sure she receives it in time for Loomis to continue the requested services.
- Renewal requisitions should be submitted by August 1 for the upcoming fiscal year. The Purchasing and Contracting Office will notify you of any increase in rates.

FUNDING NOTES:

- *HEAF funds cannot be used for armored car services.*
- *If you are using sponsored program (SPAR) funds, be sure to check with the grant accountant prior to submitting the requisition to make sure the purchase is allowed.*