

## TechBuy Guidelines for Entering Requisitions to Print Banners & Signs

*The following guidelines are intended to provide assistance for individuals entering requisitions for. 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.*

1. Enter a requisition using the Non-Catalog Form and the **Purchase Category** “Banners and Signs.”
2. Enter the appropriate packaging, quantity and unit price.
3. In **Product Description**, provide a description of what is being printed.
4. Attach a copy of both the design/artwork and a quote from the vendor to **External Attachments**. These items will need to go with the PO to the vendor to make sure that your banner or sign is prepared correctly.

The screenshot shows a software interface with two main panels: 'Internal Notes and Attachments' on the left and 'External Notes and Attachments' on the right. The 'Internal' panel includes fields for 'Internal Note' (no note), 'Internal Attachments' (add attachment...), 'Event Title' (no value), and 'Export to Sourcing Manager (Purchasing Use Only)' (no value). The 'External' panel includes 'Note to all Suppliers' (no note), 'Attachments for all suppliers' (add attachment...), and 'PO Clauses' (no clause). A green arrow points to the 'add attachment...' link in the External Attachments section.

5. Use account code 7N3050 Temporary Contracted Services

### **NOTES:**

- If your requisition totals more than \$5,000 and you are not using one of the contract vendors, you will need to get three bids, and two of the bids will need to be from HUB vendors. For this situation, you will use the Informal Bid Form, not the Non-Catalog Form. *Please note, this bid limit applies to similar purchases from the same vendor which total \$5,000 during the fiscal year even if the orders are processed on separate purchase orders throughout the year.*
- Our contract vendors for printing are Action, Copy Craft, Craftsman, Ginny’s, Parks, and the UPS Store (Amarillo).
- As with all printing, if you are using a Texas Tech logo or licensed mark, the design/artwork will have to be approved before the purchase order can be processed.