

TechBuy Guidelines for Entering Requisitions for Bus Charters

The following guidelines are intended to provide assistance for individuals entering requisitions for bus charters. 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** “Hotels and Group Travel.”
2. In **Product Description**, provide the details of the charter, including the dates and the group that will be going on the trip. Also include a brief description of the business purpose of the charter and the benefit to the department or university. (This is required for all travel expenses paid by the university.)
3. Use the appropriate account code based on the group that is traveling:

Group Traveling	Account Code
Undergraduate TTU students	7B6002
TTU employees traveling in state	7B0002
TTU employees traveling out of state	7B1002
Individuals who are not employees or TTU students	7B7005

4. Attach a copy of the quote from the charter company to **External Attachments**. The quote must include the dates of service, the pick-up/drop-off locations, and the price.
5. A current ACORD insurance certificate for the charter company must also be attached to **Internal Attachments** before the requisition can be processed. Note, Procurement Services has insurance certificates on file for the following companies, with the expiration dates noted. If your vendor is listed with a current certificate, please make a note in **Internal Notes**. If the certificate has expired, please email TechBuy Support at techbuy.purchasing@ttu.edu to see if a current certificate has been sent in.
 - All Aboard America—coverage expires 3/1/14
 - Arrow Stage Lines—coverage expires 02/01/14
 - Durham School Services—coverage expires 11/01/14
 - Kings Highway—coverage expires 02/27/14
 - New Mexico Texas Coaches—coverage expires 08/01/14
 - Red Carpet Charters—coverage expires 02/01/14
 - Star Shuttle and Charters—coverage expires 02/01/14

If you are using a vendor that is not listed, please request a copy of the ACORD certificate when you are requesting the quote.

NOTE:

- If the charter company requires a contract, it will need to be attached to the requisition, along with a contract routing sheet. The contract routing sheet can be downloaded at <http://www.depts.ttu.edu/procurement/forms/> *If there is a contract involved, we recommend that the requisition be submitted at least two weeks prior to the departure date in order to ensure that the contracting process is completed.*
- If the vendor requires a partial deposit for the order, be sure to request that in **Internal Notes**. (Note, not all funds allow advance payments, so please check with your fund accountant before agreeing to advance payment.)
- Student travel expenses (except for air charters) are exempt from bid rules; however, Procurement Services recommends that departments solicit bids whenever possible to ensure that they are obtaining the best value for their department.