

TechBuy Guidelines for Entering Requisitions for Delivery and Shipping Services

The following guidelines are intended to provide assistance for individuals entering requisitions for delivery or shipping services in TechBuy. 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. Delivery/shipping services are subject to university bidding requirements, unless you use a contracted vendor:
 - Federal Express: E&I contract #CNR01193, account #452916002
 - Lone Star Overnight: TPASS contract #962-A1
2. When entering a requisition for delivery or shipping services use one of the following forms, as appropriate:
 - **Non-Catalog Form**—for delivery or shipping services costing less than \$5,000 or use of a contracted vendor
 - **Informal Bid (between \$5,000 and \$25,000)**—for delivery or shipping services costing between \$5,000 and \$25,000
 - **Bid/Request for Proposal Form (above \$25,000)**—for delivery or shipping services costing more than \$25,000
 - **Justification of Proprietary Purchase**—for proprietary purchases
3. If your requisition does not require bids and you have a quote, be sure to attach that quote to the requisition as an **external** document. The quote becomes part of the electronic document and protects both the department and the vendor if questions arise later. If you have a quote, you will not have to itemize your transaction by line item (you can enter a lump sum).
4. If you plan to “sole source” your delivery or shipping services because there is only one vendor who can provide the services you need, then you must provide sufficient justification for that on either the **Federal Equipment Bid Form (under \$25,000 and Proprietary Purchases)** or **Justification of Proprietary Purchase** forms. Cost cannot be a factor in determining sole source.
5. In the **Purchase Category** select “Delivery Services”.
6. In the **Product Description** field, provide information about delivery or shipping services being provided or the scope of work being done, including the dates of service. If there is not enough space available put remaining description in the Description of Goods or Services.
7. **Account code:**
7N3040 Freight/Delivery Service
8. **Special Process for Federal Express:**
You may utilize the University’s Blanket Purchase Order. Simply contact Fed Ex at 1-800-463-3339 (GO-FEDEX), or login at <http://www.fedex.com/us/fcl/pckgen/vlp/pickup/index.html> and schedule a pickup using the University’s account number. You may also contact MailTech and ask for Fed Ex forms (Mail Tech will send the item to FedEx). When the invoice comes in, enter the Blanket Number (PB002360) and the FOP number (using account code 7N3040) on the invoice, and email to accounts.payable@ttu.edu. **You must reference the account code #452916002 in order to get the Texas Tech discount.**