

TechBuy Guidelines for Entering Requisitions for Flowers & Decorations

The following guidelines are intended to provide assistance for individuals entering requisitions for flowers and decorations in TechBuy. The Procurement 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.

TTU has a Contract, C09499, for floral arrangements and products with United Supermarkets/Market Street. Departments wishing to use this Contract will need to reach out to United Supermarkets/Market Street to request a quote and submit an official purchase order.

1. Enter a requisition using the Non-Catalog Form and the **Purchase Category** “Flowers and Decorations.”

Non-Catalog Form

Purchase Category	Flowers and Decorations
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2. Enter the appropriate packaging, quantity and unit price. (Please note: If the flowers or decorations are for an event, a quote must be attached to the requisition under **External Attachments**.)
3. In **Product Description**, provide a description of what is being purchased. Note, departments must include information about the TTU business purpose in the Additional specifications for Goods or Services field. If a quote is attached, all the line items do not have to be listed; it may be submitted as a lump sum on one line item.
4. The most common account codes used for flowers and decorations:
 - 7N6022 De Minimis to Individuals—flowers to individuals
 - 7N4003 Departmental Event—flowers and decorations for an allowable departmental event including annual departmental events or other events to promote the department
 - 7N4005 Official Functions—flowers and decorations for events which involve non-university participants such as donors, state officials, alumni, etc.

NOTES:

- Flower purchases are allowed on pcards up to the single purchase limit allowed on the pcard.
- If a single requisition totals more than \$15,000, three bids must be solicited, and two of the bid requests will need to be to HUB vendors. Departments can email TechBuy Support to request assistance with obtaining additional quotes or they can search for HUB vendors using the NIGP Commodity Book class item “595-28 – Fresh flowers” and search the State of Texas HUB directory at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/tpasscmbsearch.do> or you can. In order to search for HUB vendors, you must select the HUBs Only category under the Search For section and then enter in the NIGP Class Code under Multiple Vendor Search. TTU is in Highway District 5.

SEARCH FOR
 CMBL Only HUBs Only HUBs On CMBL All Vendors

▶ SINGLE VENDOR SEARCH
 ▼ MULTIPLE VENDOR SEARCH

	NIGP Class Code	Items	Highway District(s)
Selection1	595	28	5
Selection2			
Selection3			

- For this situation, the Informal Bid Form will be used instead of the Non-Catalog Form. Please attach the three bids for purchasing review. Please *note, as with all purchases, this bid limit applies to similar purchases from the same vendor which total \$15,000 during the fiscal year even if the orders are processed on separate purchase orders throughout the year.*
- Standing POs can be processed for flowers for orders that are not considered “custom,” such as orders for an event, centerpieces, etc. Blanket POs for flowers are not allowed.
- Standing and blanket POs are not allowed for decorations.
- If the vendor requires a deposit for the order, please be sure to mark the requisition as “Advanced Pay.” When the cart is being reviewed prior to submitting it, click on the Edit button on the far right side of the screen:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Flowers for Advisory Committee Meeting 02/05/14 <input type="button" value="more info..."/>		1/EA	125.00	3 EA	375.00 USD	<input type="checkbox"/> <input type="button" value="edit"/>
Taxable <input checked="" type="checkbox"/> Replenish stock <input checked="" type="checkbox"/> Commodity Code <i>no value</i> Recurring Payment <input checked="" type="checkbox"/> Advanced Pay <input checked="" type="checkbox"/> Invoice Attached <input checked="" type="checkbox"/>		Internal Note <i>no note</i> Internal Attachments <input type="button" value="add attachment..."/> External Note <i>no note</i> Attachments for supplier <input type="button" value="add attachment..."/>				

Then click on the box for Advanced Pay and also click on the Save button.

Edit Line ? X

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Flowers for Advisory Committee Meeting 02/05/14 <input type="button" value="more info..."/>		1/EA	125.00	3 EA	375.00 USD
Taxable <input type="checkbox"/> Replenish stock <input type="checkbox"/> Commodity Code <input type="text"/> Recurring Payment <input type="checkbox"/> Advanced Pay <input checked="" type="checkbox"/> Invoice Attached <input type="checkbox"/>		Internal Note <input type="text" value="Select price or contract..."/> <input type="button" value="expand"/> <input type="button" value="clear"/> External Note <input type="text"/> <input type="button" value="expand"/> <input type="button" value="clear"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Be sure to put a note in **Internal Notes** explaining the total amount of the deposit to be paid and the date needed.

Internal Note ? X

Internal Note

Vendor requires \$100 deposit by Jan. 24. Please email Mary Hernandez when check is ready.