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TechBuy Guidelines for Entering Requisitions for Memberships:

The following guidelines are intended to provide assistance for individuals entering requisitions for memberships in TechBuy. The Strategic Acquisitions/Contract Administration 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. In order to expedite processing of membership fees, make sure the vendor is set up in Banner before you submit the requisition. If the vendor has not been set up, it may be quicker for your department to initiate a **Manual Vendor Set-up**. If the membership representative for your department has a contact within the organization have them request that the vendor fill out a **New Vendor Set-up Form**.
- 2. If the vendor is not on Membership list, the **Membership Approval Form** must be completed and sent to the Director of Procurement Services for approval before the vendor can be added to the Membership list.

❖ Enter a requisition using the TTU Membership Form in TechBuy.

Note: For memberships in wholesale clubs such as [Sam's](#), only one business card is allowed per department and the membership must be listed under the department name. **Memberships to Costco are not allowed.** Costco **does not accept** MasterCard as a form of payment.

- 3. In the **Membership Information** Section:
 - ❖ Select the correct vendor and check the box to customize the distribution information. Purchase orders for memberships are not faxed to the organizations, so uncheck the **Fax** information and **Manual** boxes. Check the **Email** box and enter your email address in that field and the PO will be sent to you._

A screenshot of the 'Distribution' section of a TechBuy form. The section title is 'Distribution' in bold. Below it, the text reads: 'The system will distribute purchase orders to the vendor(s) indicated below:'. There are three checkboxes: 'Check this box to customize order distribution information.' (checked), 'Fax', and 'Email (HTML Body)'. Below these are three more checkboxes: 'Manual', 'Vendor Contact (for manual entries)', and 'Vendor Address (for manual entries)'. At the bottom is 'Vendor Address Line 2 (for manual entries)'. To the right of the 'Email' checkbox is a text field containing 'raider.red@ttu.edu'. To the right of the 'Fax' checkbox is a text field containing '+1 806-863-5410'. Three red speech bubble annotations are present: 'First, check this box' points to the 'Check this box...' checkbox; 'Second, uncheck this box' points to the 'Fax' checkbox; 'Third, check this box and enter your e-mail address' points to the 'Email' checkbox and its corresponding text field.

- ❖ In the **Membership Representatives** field, enter the name or names of the employees in your department that are to be included in the membership, and the membership starting and ending dates.
- ❖ Include a statement explaining how the university/department will benefit from membership in the organization.
- ❖ Enter the **Quantity**, **Packaging** and **Membership Dues** information. Note: If the form includes more than one person, enter the number of memberships in the Quantity field and the unit cost for each in the **Membership Dues** field. The extended (total) amount for memberships will be shown on the line item of the requisition.



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4. In the Membership Correspondence section, list the name, mail stop, city, state and zip code of the departmental contact who should receive correspondence from the organization.
5. The **Check Disbursement** section should be used to specify how the payment is handled. You may elect to have the check returned to you via campus mail. If you select the option to have the check mailed to the organization, a copy of the completed TechBuy Membership Form will be sent with the check). If you want to pick up the check in Travel Services, be sure to enter at least one email address to notify when the check is ready.)
6. The account code for memberships in approved professional organizations is 7N1000 Dues Professional Memberships.

Notes:

- ❖ If you are also paying the vendor for other items, such as a journal subscriptions, the item should be submitted on one requisition so that only one PO is created. Submit the items on a Non-Catalog form, clicking on “Add to Cart and Return.” Be sure the information required for the each item is included in the Description of Goods and Services field. (Please refer to the “How To” guides for registrations and subscriptions.) **Please Note:** that **Registrations** must be paid via Procurement Card (P-Card).
- ❖ For more information, refer to OP 72.16 for Memberships at www.depts.ttu.edu/opmanual/OP72.16.pdf

Funding Notes:

- ❖ If you are using state-appropriated funds (FOPs beginning with 11, 12 or 14), the request must be approved by the Vice President for Administration & Finance/ Chief Financial Officer, per OP 72.16. (An email or memo may be attached to the requisition.)
- ❖ If you are using state-appropriated funds (FOPs beginning with 11, 12 or 14), memberships cannot be paid more than 6 weeks in advance of the start date.
- ❖ Memberships are not allowed on HEAF funds (Funds beginning with 13).