

TechBuy Guidelines for Entering Requisitions for Uniforms

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

Like other commodities, uniforms are subject to university bidding requirements unless you utilize a cooperative contract such as E & I, Buyboard, or TxSmart. Roland Gonzales (roland.gonzales@ttu.edu, 742-3844) is the Senior Purchaser who handles this commodity in Purchasing and Contracting. He can provide you with examples of quotes and product descriptions/specifications from previous contracts and purchase orders that may help you. As you develop these new quotes, be sure to save them so they can be attached to the requisition as an External Attachment.

1. If you have elected to use a non-contract vendor and your requisition will exceed \$5,000, you will need to use either the "Non-Catalog Form for Informal Bid (between \$5,000 and \$25,000)" or the "Bid/Request for Proposal Form (above \$25,000)."
2. For **Purchase Category**, select "Laundry Uniforms and Clothing"
3. The **Product Description** field should include what you are purchasing or leasing and if services are included, exactly what those services are, how often the services are provided and the starting and ending dates of the services. If you have a quote or details that you have developed with the vendor or contractor, attach them as an External Attachment so that they become part of the requisition and are sent to the vendor.
4. If you are using a contract vendor, be sure to include the contract number in the **Product Description** field.
5. Use the following account codes:
 - For purchasing uniforms, use 7C0136, Furnish/Equip Noncap Uniforms
 - For rental of uniforms (which *includes* laundry service), use 7G0010, Rental Furnishings and Equipment
 - If you are also including janitorial supplies such as mop heads and rags on the requisition, use 7C0132, Furnish/Equip Noncap Non Office.

NOTE: The Buyboard contract vendors are as follows:

- G & K Services Inc., contract #264-07. The Tech contact for G & K Services is Steve Abarbanell, 505-856-2021, ext. 130, or 505-991-3784, sabarbanell@gksservices.com
- UniFirst Corporation, contract #340-10. The TTU contact info is TASB@unifirst.com or 210-224-0711 or 512-787-7140. Their address is 3067 East Commerce, San Antonio, TX 78220.