

Direct Pay – TechBuy Forms Training

The payment process for direct pay expenditures is now available in TechBuy. Scheduled training sessions will be available at the times listed below.

Topics that will be addressed:

- Approval workflow
- Required fields on the form
- Required attachment(s)
- Required documents for each type of expenditure
- Unique attachments i.e., copy of an advertisement
- What happens when the requisition is sent back to the shopper due to missing required attachments

Location	Tuesday Afternoon, March 25, 2014	Tuesday Morning, April 01, 2014
El Paso	3:00 PM - 3:50 PM (MT) EPCSB A3500	10:00 AM - 10:50 AM (MT) EPCSB A3500
Abilene	4:00 PM - 4:50 PM (CT) ABSOP 1130	11:00 AM - 11:50 AM (CT) ABSOP 1130
Lubbock	4:00 PM - 4:50 PM (CT) ACB 120	11:00 AM - 11:50 AM (CT) ACB 110
Amarillo	4:00 PM - 4:50 PM (CT) AMHSC 4713	11:00 AM - 11:50 AM (CT) AMHSC 4713
Dallas	4:00 PM - 4:50 PM (CT) DLSPSW 433	11:00 AM - 11:50 AM (CT) DLSPSW 433
Midland	4:00 PM - 4:50 PM (CT) MDPA B01A	11:00 AM - 11:50 AM (CT) MDPA B01A
Odessa	4:00 PM - 4:50 PM (CT) ODHSC 2C41	11:00 AM - 11:50 AM (CT) ODHSC 2C91