# Procurement Services

Quarterly Meeting



# Agenda

#### **Procurement Services**

- Purchasing
  - Ship to address Mail STOP
  - Coding
  - Quotes
  - ICQ Process
  - Certificate of Insurance (COI)
  - Forms and Resources
- Purchasing Email
  - Sciquest.com emails
  - Correct email: <u>purchasing@ttuhsc.edu</u>
- Accounts Payable
  - Vendor Payment Information in TechBuy and Vendor Payment Application
  - Vendor Invoices
    - Notify <u>accounts.payable@ttuhsc.edu</u> when invoices are attached
    - Preferred document type PDF
  - Receiving

# Agenda

#### PCard

- Expense Reports Due Dates
- Deviation Approvals
- Allocations
- Flower Purchases
- Memberships

#### Travel

- No More Paper Vouchers
- Advances/Advance Overage Repayment
- BTA's
- Airfare Receipts
- Registration Fees
- Meals at Headquarters
- General Announcements
- Questions and Answers Period

- Ship to address Mail STOP
  - ➤ Lubbock Ship to addresses must include the department STOP number in the Rm/STOP field to assist mail services in proper delivery of items.

#### **Shipping Information**

#### Ship To

Contact Name REJEANNE JOHNS- Sylvester

Phone +1 (806) 743-2763

Email rejeanne.sylvester@ttuhsc.edu

Tx Tech Univ HSC

3601 4TH ST

Rm/STOP Stop 6264

LUBBOCK, TX 79430

United States

### Coding

- Account codes are based on the item ordered on each line item.
- > Helpful links to help code items correctly:
  - <u>TechBuy Account Code & Budget Pool Cognos Report</u> is a list of account codes to help select the correct code. For a full account code list run the report with no parameters. Once report is loaded use Ctrl + F to search.
  - OP 63.10 <u>Property Controlled but Not Capitalized</u> provides guidance for determining if an item is capitalized, controlled or expensed.
  - <u>Controlled Class Codes</u> property classes that Comptroller requires agencies to report on controlled equipment.
  - <u>Comptroller's Expenditure Manual</u> Search engine for account codes. Provides description of what is allowed to be purchased using the account code.
- > Account codes direct the order through the correct workflow.
- ➤ All items are not considered a consumable. Consumables are goods that are intended to be consumed within a 1 year time period.

Report showing items that were coded as consumables.

Summus Staples	Logitech MK550 Optical Wireless Desktop Wave Keyboard and Laser Mouse Combo, E	\$58.99
Cuevas Distribution Inc	8% Hydrogen, 10% Carbon Dioxide Balance Nitrogen Certified Standard Gas Mixture,	\$262.29
Cuevas Distribution Inc	RNTFRR-X03NI82C2008011: Associated Cylinder Usage Charge	\$8.40
Summus Staples	ViewSonic VA1917a 19" Monitor	\$69.99
Summus Staples	simplehuman Swing Lid Trash Can, Black Plastic, 16 Gallon	\$65.99
Summus Staples	Staples Wireless Keyboard & Mouse Combo Set	\$22.99
Summus Staples	Plantronics Voyager Legend Bluetooth Headset	\$79.99
Summus Staples	Plantronics Voyager Legend Charge Case	\$26.99
Summus Staples	Westcott Stainless Steel Rulers, 12"	\$2.12
Summus Staples	Westcott Stainless Steel Rulers, 6"	\$1.89
Summus Staples	Softalk Coiled Phone Cord, Plug/Plug, 12ft. Black	\$3.94
Summus Staples	Westcott Preferred 7" Straight Scissors	\$1.71
Summus Staples	Kelly Viscoflex Oval Mouse Pad, Black, 3/4"H x 8"W x 8 1/2"D	\$11.90
Summus Staples	Learning Resources Digital Timer, Count Down/Up	\$10.69
Summus Staples	Mid-Back Black Mesh Executive Swivel Office Chair with Mesh Seat and Back and Hei	\$156.99
Summus Staples	Quartet Standard Combination Whiteboard/Cork Bulletin Board, Oak Finish Frame, 4	\$72.88
Summus Staples	Staples 4' High-Speed HDMI Cable, Black	\$5.99
Summus Staples	Quartet Dry-Erase Board, Shorty Marker Included, Assorted Color Frame, 8 1/2"W x 1	\$7.47

#### Quotes

- Quotes should be attached to each requisition for goods and services.
  - Internal Notes and Attachments for internal users view only will not send to vendor.
  - External Notes and Attachments attachments will send to vendor.



#### ICQ Process

- ➤ An ICQ is required on every PO when an individual is performing a service and is being paid under their SSN.
- ➤ Blanket approval of ICQ's
  - Vendor is providing contracted services through a PSA or MOU, Tax Compliance can potentially grant an ICQ for an FY.
  - If the vendor is organized under an EIN, and they operate under a business name as an active trade/business, Tax Compliance can add them to the approved vendor list for the FY.
    <a href="http://kainz.ttu.edu/afism/independant-contractors/">http://kainz.ttu.edu/afism/independant-contractors/</a> Individuals cannot be added to the approved list.
- Excluded from ICQ requirement
  - Purchase of goods (without any services)
  - Corporation
  - Partnership
  - Non-Profit Organization
  - LLC organized as a Corporation or Partnership

- Independent Contractor Form (ICQ) Required/Attached
  - In TechBuy, the Non-Catalog form displays a radio button asking if an ICQ is attached. If an ICQ is attached, please click the "Yes" button as this field triggers a workflow to send the requisition to Tax Compliance to review the ICQ attached.



- Independent Contractor Form (ICQ) Identifier
  - To assist users and buyers to identify vendors that may require an ICQ we add the ICQ supplier class to TechBuy vendors.
  - > The ICQ supplier class icon will appear next to the vendor name.



- Certificate of Insurance (COI)
  - ➤ When is it required?
    - Services will be performed on Institution property.
    - Delivery of products on Institution property.
    - o <u>Insurance Limits Required</u>:

Commercial General Liability		
General Aggregate	\$2,000,000	
Products/Completed Operations Aggregate	\$2,000,000	
Each Occurrence Limit	\$1,000,000	
Personal/Advertising Injury	\$1,000,000	
Damage to Rented Premises	\$50,000	
Medical Payments (Any One Person)	\$5,000	
Liquor Liability (if applicable)		
Each Occurrence	\$1,000,000	
Aggregate	\$2,000,000	
Automobile Liability		
Bodily Injury/Property Damage (Each Accident)	\$1,000,000	
Personal Injury Protection (if applicable)	Statutory	
Workers' Compensation		
Coverage A (Workers' Compensation)	Statutory	
Coverage B (Employers' Liability)	\$1,000,000	
	\$1,000,000	
	\$1,000,000	
Crime Coverage (if applicable)	50% of the contract value	
	or \$100,000, whichever is	
	greater	

#### Forms and Resources

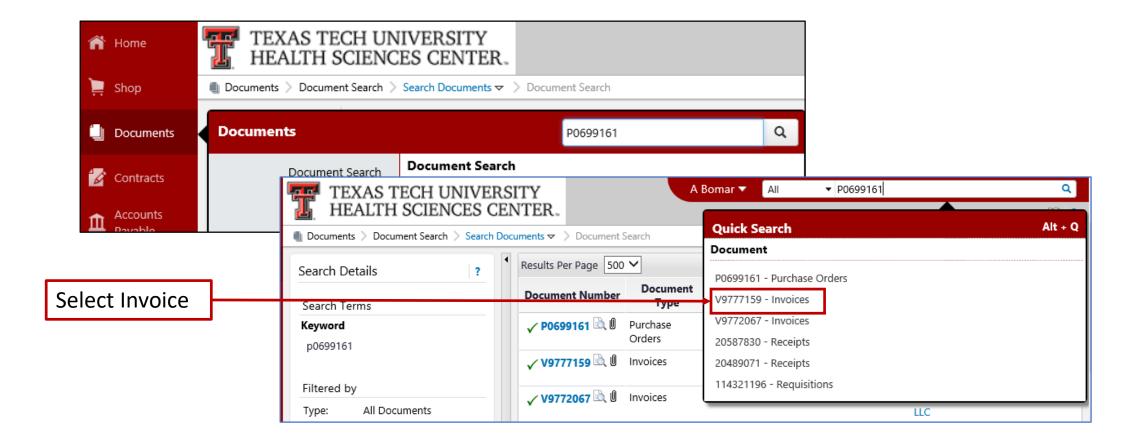
The <u>Forms and Resources page</u> located on the Purchasing website provides the most current version of Procurement forms. It is not recommended to save forms to personal computers as forms are updated frequently.

#### Forms and Resources The following forms and resources have been grouped for self service by TTUHSC shoppers, should you need assistance with the use of any of the following, please contact the TTUHSC Purchasing Office. Forms: Business Associates Agreement Contracted Workforce Cost Benefit Analysis Direct Deposit Form (Existing Vendors) Independent Contractor Questionnaire New Vendor Set-Up Form Form W9 Non-Compliance Form Policy for the Purchase of Uniforms Purchasing Document Routing Sheet Sole Source and Proprietary Justification Form Texas Sales and Use Tax Exemption Certificate Form

## Purchasing Email

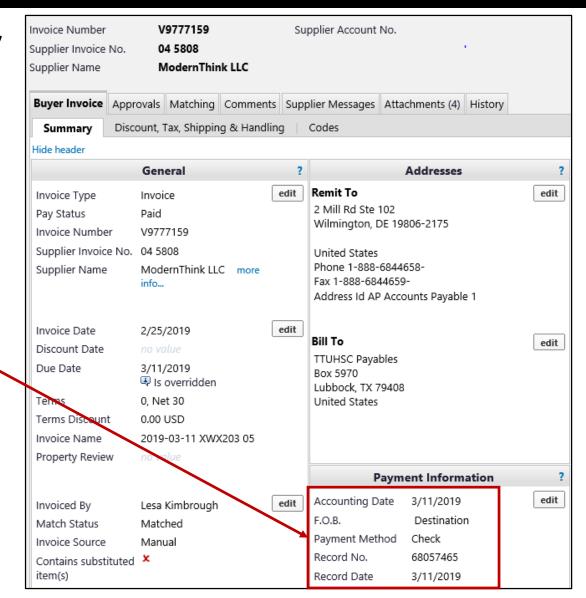
- <u>DO NOT</u> hit reply to system generated emails (emails that come from Sciquest). For example, automated email requesting receiving on a Purchase order.
- The email addresses, Purchasing SciQuest Support and SciQuest, are not TTUHSC Purchasing email addresses.
- Instead of replying, please forward the email to an intended recipient.
- To reach TTUHSC Purchasing, use the email address purchasing@ttuhsc.edu

- Vendor Payment Information in TechBuy
  - > Search in TechBuy for PO number through Document Search or Search in Top Menu Bar

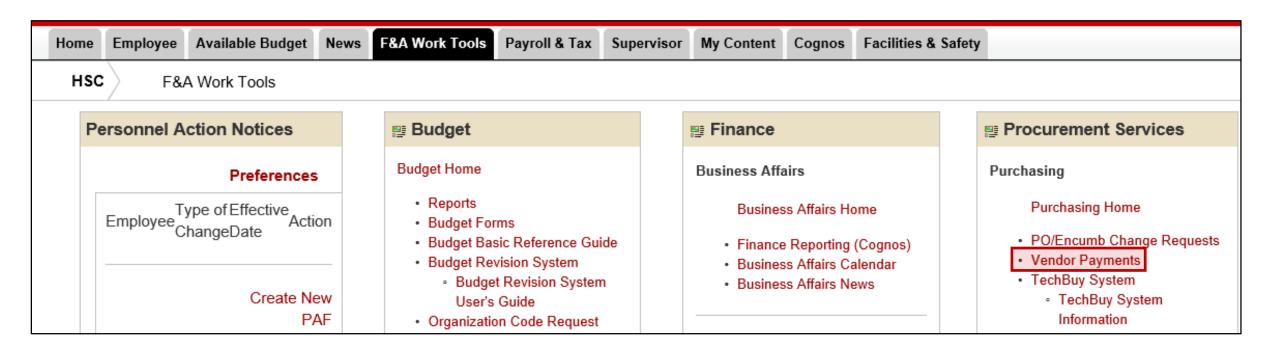


- Vendor Payment Information in TechBuy
  - The payment information block states payment date, payment method, and payment document number (Check/ACH/SUA number).

Invoice Payment Information

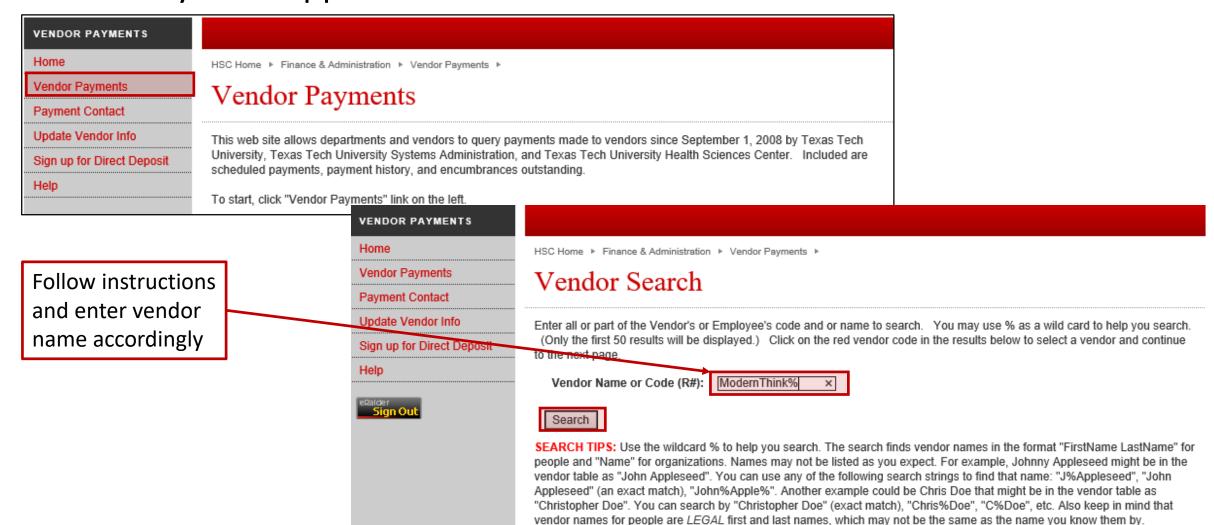


Vendor Payment Application on F & A Work Tools Tab

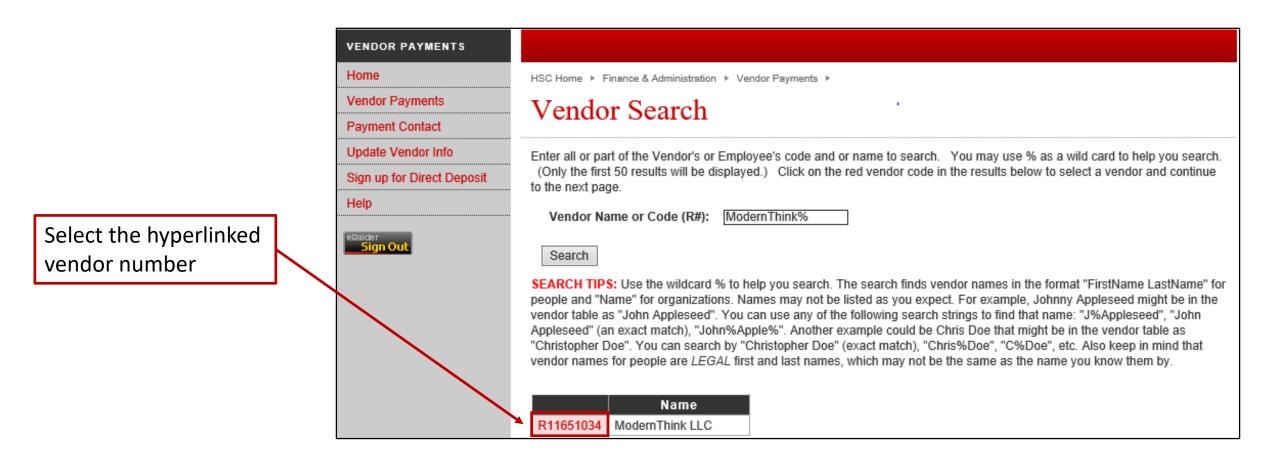


**Procurement Services** 

Vendor Payment Application on F & A Work Tools Tab

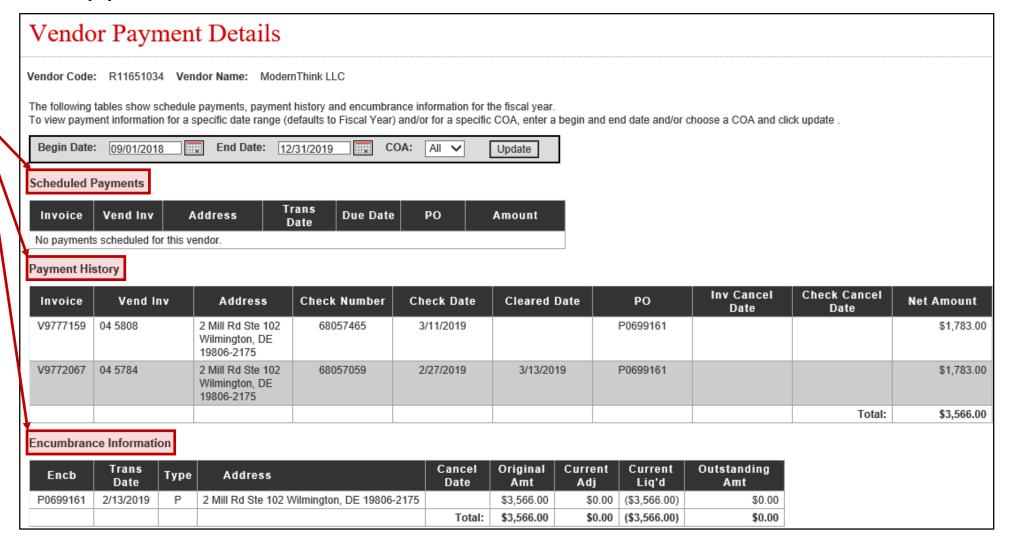


Vendor Payment Application on F & A WorkTools Tab



Vendor Payment Application on F & A Work Tools Tab

Payment Detail contains **Scheduled Payments, Payment History** and **Open PO's.** 



#### Vendor Invoices

- > Attach vendor invoices through "Comments" on the related PO
  - Save Invoice as a PDF document
  - Name the file the invoice number
  - Add <u>Accounts.Payable@ttuhsc.edu</u> as an email recipient

#### Receiving

- Complete Receiving as soon as goods are received or services are provided
- ➤ Enter "Receipt Date" as the actual date the goods are received or the services are provided
- Add a Comment to the PO that receiving has been completed and add <u>Accounts.Payble@ttuhsc.edu</u> as an email recipient

- Online PCard Program \*Coming Soon\*
  - > TTU System has determined the new online/paperless system to be Chrome River (an Ellucian/Banner product)
    - Upload Documentation for Transactions
    - Route Expense Reports for Approvals
    - Manage Allocations
    - Expense Transactions to FOAPs
  - Additional information coming soon.

#### Expense Reports Due Dates

- ➤ Signed/Approved Expense Reports are due to the PCard Coordinator's Office in Payment Services on the last business day of the month following the transaction period. If reports are not received by the last business day of the month, and/or required documentation missing, the card will be suspended.
- Allocation of Expense
  - ➤ Allocations can and should be completed in Citi as soon as two business days after the PCard transaction is completed with the vendor.
  - ➤ PCard charges are uploaded to FOAP's in Banner approximately seven business days after the close of the monthly cycle. Allocations must be completed by noon on that date no exceptions. Do not wait until the day of the upload!

#### Deviation Requests

- ➤ Procurement Services will no longer require deviations for permitted PCard purchases of \$100 or less with the following exceptions:
  - Medical Supplies
  - Pharmaceuticals
  - Consumable Office Supplies
- > Standard PCard policy still apples in regards to permitted and prohibited purchases, refer to OP72.15.
- Any exception to PCard purchasing policies must have prior written approval from Purchasing. The approval email must be filed with all other documentation regarding the PCard Transaction.
- > All IT purchase deviation requests must be emailed to <a href="Purchasing@ttuhsc.edu">Purchasing@ttuhsc.edu</a>

#### Flower Purchases

Flower purchases are permitted using local funds for official TTUHSC functions or for employees and their immediate family members in the cases of illness or death. Documentation of the recipient and their relationship to the employee is required.

#### Memberships

Memberships <u>must be on the Professional Membership List</u> of approved organizations and should verified **prior** to committing to the purchase.

## Travel

### • The Travel2 System is an online/paperless system

- ➤ All documentation for the Travel Application Expense Advances and BTA Requests and all Travel Vouchers must be uploaded/attached in the Travel2 system.
- ➤ Application Expense Advance and BTA Requests and Travel Vouchers must be submitted through the Travel2 System as we are no longer accepting paper Applications and Vouchers.

#### Advances – See TTUHSC OP 79.05

- ➤ Prepaid Items Expenses paid prior to travel such as Airline and Hotel deposits may be given in advance of the trip when submitted with the Travel Application. Proof of payment must be provided with the application. Proof of Payment can be a copy of the credit card/debit card bank statement with the account number redacted or cancelled check and the airline or hotel receipt.
- ➤ Cash Advances Advances must be realistic/relative to the actual expense that will be incurred. Any overages of advance must be reimbursed to the travel office upon completion of the Travel Voucher. Advances will be denied if after two trips, the employee is sending to the Travel Office checks for overpayment of an advance instead of the employee receiving reimbursement from TTUHSC for the remaining expenses of the trip.

### Travel

### BTA's (Business Travel Accounts) Use

- Prospective Employees and other Non-Employees
- Employees who are denied the State Issued Travel Card

#### Airfare Receipts

Submit all receipts for changed or cancelled flights so that the Travel Office can track back to the original payment/receipt

### Registration Fees

- Preferred Method of Payment is Departmental PCard
- Reimbursement to employee should be submitted through Direct Pay as soon as the employee has proof of payment

### Meals at Headquarters

Not a reimbursable expense, considered personal therefore not allowed on the State Issued Travel Card.

## General Announcements

- Staff in Procurement
- Open positions in Procurement

### Questions

### **Procurement Services Contacts:**

- Purchasing Purchasing@ttuhsc.edu
- Accounts Payable Accounts.Payable@ttuhsc.edu
  - PCard PCard@ttuhsc.edu
  - Travel <u>Travel@ttuhsc.edu</u>