



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Procurement Services

Procurement Services

Quarterly Meeting





Agenda

- Purchasing
 - Skype Procurement Training
 - Eppendorf Punch-Out *Coming Soon*
 - Furniture Approval
 - Helium Price Increase
 - Nitrogen Dewar Refill Changes
 - Certificate of Insurance (COI)
 - Profile Phone Number
 - TechBuy Comments
 - Coding
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu
- Vendor Team
 - W-9 Attachments
 - Vendor Team email



Agenda

- Direct Pay
 - Does it Belong?
 - Employee Reimbursements
 - Required Documentation
 - Account Codes
- PCard
 - Online PCard Program *Coming Soon*
 - Resources
 - Reminders
 - Deviation Requests
- Travel
 - Resources
 - Required Documentation
- Swift Card
 - Account Code
 - Reminders
- Questions and Answers Period



Purchasing

- Skype Procurement Training
 - Procurement is offering a general overview/navigation training via Skype. Training sessions are to be offered on a monthly TBD schedule. The next session will be held on **December 18, 2018 at 2:00 pm**. The training is intended for new users and current users who would like a refresher. Content will include live system navigation in the Procurement systems.
 - To register email Lora Turpin lora.turpin@ttuhsc.edu.
 - [Agenda](#)



Purchasing

- Eppendorf Punch Out *Coming Soon*
 - Eppendorf will soon be converted to a punch-out vendor.
 - Announcement will be posted when punch-out is available.
- Furniture Approval
 - Furniture orders must be reviewed and approved by Facilities.
 - Facilities verifies the furniture meets required standards.



Purchasing

- Helium Price Increase

- Airgas helium, bulk and packaged, price has increased due to the following:
 - Increased investment in helium supply chain, including new sources, new supply points, and new equipment to move helium;
 - Increased sourcing costs, some of which is driven by the substantial increase in average auction price for the US Bureau of Land Management's August 2018 helium auction; and
 - Increased helium distribution costs due to a greater amount of helium imports from the Middle East and Europe.

- Nitrogen Dewar Refill Changes

- Airgas has notified us that as of December 1, 2018 they will no longer be able to fill Nitrogen Dewars onsite due to new FDA regulations.
- Airgas is providing two alternatives:
 - Airgas will deliver a portable liquid cylinder (VGL) that meets FDA NF GMP requirements (additional charges will apply).
 - The user will self-fill the open mouth nitrogen Dewars.
 - The user may bring an open mouth Nitrogen Dewars to a local Airgas location to be refilled.



Purchasing

- Certificate of Insurance (COI)

- When is it required?

- Services will be performed on Institution property.
 - Delivery of products on Institution property.
 - Insurance Limits Required:

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



Purchasing

- Profile Phone Number

- Review and update phone number in TechBuy profile.

- The phone number located in your profile populates on the requisition and purchase order. This phone number is used to contact you by vendors, purchasing, etc.

The screenshot shows a user profile page for Lora Turpin. The left sidebar contains a menu with the following items: 'User Profile and Preferences', 'User's Name, Phone Number, Email, etc.' (highlighted), 'Language, Time Zone and Display Settings', 'App Activation Codes', 'Early Access Participation', 'Update Security Settings', and 'Default User Settings'. The main content area is titled 'User's Name, Phone Number, Email, etc.' and contains the following fields: 'First Name' (Lora), 'Last Name' (Turpin), 'Phone Number' (+1 806-743-7392, ext. field), 'Mobile Phone Number' (empty), and 'E-mail Address' (LORA.TURPIN@ttuhsc.edu). Below the 'Phone Number' field, there is a note: 'International phone numbers must begin with +'. Below the 'Mobile Phone Number' field, there is a note: 'International phone numbers must begin with +'. The 'E-mail Address' field has an email icon on the right.



Purchasing

- TechBuy Comments

- When adding a comment, verify the correct department/person is included. The end user has the ability to remove and add contacts to the comment by selecting add email recipient.
 - Purchasing (Requisitions & PO updates) – Add buyer or Purchasing@ttuhsc.edu
 - Accounts Payables (Invoices & Receipts) – Accounts.payable@ttuhsc.edu
 - Vendor Team (Vendor Set-up & W-9) – Vendorteam@ttuhsc.edu

Add Comment

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- ☐ Kellee Smith <kellee.smith@ttu.edu>
- ☐ Liz Lindsey (Prepared by, Prepared for) <liz.lindsey@ttu.edu>

[add email recipient...](#)

1000 characters remaining

Attach file to this document (optional):

Attachment Type:

File Name:

File: No file chosen



Purchasing

- Account Codes
 - Account codes are based on the item ordered on each line item.
 - Helpful links to help code items correctly:
 - [TechBuy Account Code & Budget Pool Cognos Report](#) 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 [Property Controlled but Not Capitalized](#) provides guidance for determining if an item is capitalized, controlled or expensed.
 - [Comptroller's Expenditure Manual](#) 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.



Purchasing

- 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, E	\$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



Purchasing Email

- **DO NOT** 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 Team

- W-9 Attachments
 - W-9 attachments should be attached separately as a single document. This allows the vendor team to remove the document when set-up is complete.
- Vendor Team Email
 - Send vendor related emails to the vendor team email vendorteam@ttuhsc.edu. Multiple employees monitor this box.



Direct Pay

- Does it Belong?

- Direct Pay Forms are at the bottom of the TechBuy Shopping Home Page
- If the item or service that you need to pay is not listed here, you must go through the regular purchasing process or use the PCard if allowable

A screenshot of a web interface titled "TTUHSC Direct Pay Forms" with a dropdown arrow and a help icon. The interface displays a grid of 15 buttons, each with a document icon in the top right corner. The buttons are arranged in three rows: the first row has 6 buttons, the second row has 6 buttons, and the third row has 3 buttons followed by a large gray rectangular area. The buttons are labeled as follows:

TTUHSC Accreditation-Certificat...	TTUHSC Advertising	TTUHSC Awards, Prizes and Gifts	TTUHSC Donations to Charitable O...	TTUHSC Employee Reimbursement	TTUHSC Food & Entertainment
TTUHSC Lodging-Direct Bill For N...	TTUHSC Magazine/Journal Subscri...	TTUHSC Membership Dues	TTUHSC Postage	TTUHSC Professional License Fees	TTUHSC Registration Fees
TTUHSC Sponsorships	TTUHSC Utilities	TTUHSC Water/Services and Coffe...			



Direct Pay

- Employee Reimbursements

- **Should be a last resort** – PCard is the preferred method of payment for legitimate TTUHSC expenses

- Vendor could be on hold with the State of Texas – We cannot reimburse the employee
- Item might not be a reimbursable item – We cannot reimburse the employee
 - Awards, Prizes and Gifts
 - Donations
 - Subscriptions
 - Postage
 - Sponsorships
 - Flowers

- Vendor Hold Search prior to employee paying for something or using PCard:
<https://fmcpa.cpa.state.tx.us/tpis/search.html>



Direct Pay

- Required Documentation and Account Codes – Listed on each Direct Pay Form

TTUHSC Awards, Prizes and Gifts

Available Actions: Add and go to Cart Go Close

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
TechBuy

Instructions ?	Supplier or Vendor Information ?	Remit-To Address ?
AWARDS, PRIZES AND GIFTS ACCOUNT CODES: <ul style="list-style-type: none">721101 Awards Taxable721102 Awards Non Taxable721102 Awards Taxable Retirement721102 Awards Non Taxable Retirement LOGOS: <p>Items with TTUHSC LOGOS must be submitted through a TechBuy Requisition.</p> NON-CASH: <p>Payments are for non-cash awards, prizes and gifts.</p> <p>Note: The purchase of cash equivalent gift cards/certificates is prohibited.</p> CASH: <p>Employees' cash awards, prizes and gifts in any amount are considered wages and must be processed through EOPS. For non-employees (including students) the TTUHSC Non-Employee Reimbursement Form must be used and the business purpose must identify the award for a student or non-employee.</p> REQUIRED ATTACHMENT(S): <ul style="list-style-type: none">InvoiceThe Non Cash Awards, Prizes and Gifts Form must be completed and attached to this form (Attachment B or C from OP72.03).	Enter Supplier <input type="text"/> or Supplier Search Enter Manually	Verify Correct Remit Address <input type="radio"/> No - To add new remit click "select different supplier" in section to the left then "enter manually" <input type="radio"/> Yes - Continue Remit To Address Contact Name <input type="text"/> Street 1 <input type="text"/> Street 2 <input type="text"/> Street 3 <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Country <input type="text"/> Email <input type="text"/> Phone <input type="text"/> Toll Free Phone <input type="text"/> Fax <input type="text"/>

Account Codes

Additional Requirements

Required Documentation



- Online PCard Program *Coming Soon*
 - Currently the TTU System is searching for an online/paperless system.
 - Upload Documentation for Transactions
 - Route Expense Reports for Approvals
 - Manage Allocations
 - Additional information coming soon.



PCard

- Resources - <http://www.fiscal.ttuhscc.edu/paymentservices/pcard/>

The screenshot shows the Texas Tech University PCard website. The navigation bar at the top includes links for About, Accounts Payable, Direct Pay, PCard, Swift Card, Travel, and Business Affairs. The main heading is "Purchasing Card". Below this, there is a section for the "Current Citibank Expense Report" with details about transactions from 11/3/18 through 12/3/18 and specific dates for report availability and processing. A red box labeled "Additional Resources" has an arrow pointing to the "PCard" link in the navigation bar. Another red box labeled "Current Year Billing Cycle" has an arrow pointing to a box containing the "PCard" logo and the text "Current FY Billing Cycle Dates". Below this, there are three more boxes: "PCard Training Module", "citi Citi Website", and "citi PCard System User Guide".

About ▾ Accounts Payable ▾ Direct Pay ▾ PCard ▾ Swift Card ▾ Travel ▾ Business Affairs ▾

Purchasing Card

Current Citibank Expense Report

Transactions from 11/3/18 through 12/3/18

Wednesday, December 5th
The December expense report is available to print **Today, December 5th**.

Friday, December 14th
FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on December 14th**.

Friday, December 28th
The expense report with all supporting documentation is due for review by December 28th.

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#) 📄

Mail to:
PCard Reviews
Payment Services LBK STOP 6283

Additional Resources

Current Year Billing Cycle

PCard
Current FY Billing
Cycle Dates

PCard
Training
Module

citi
Citi Website

citi
PCard System
User Guide

PCard

- Resources - <http://www.fiscal.ttuhscc.edu/paymentservices/pcard/>

Payment Services

About ▾Accounts Payable ▾Direct Pay ▾PCard ×Swift Card ▾Travel ▾Business Affairs ▾

Business Affairs

Payment Services

About

News

News Archive

Contacts

Documentation

Citi Purchasing Card System User Guide

Documents

FY19 Citi Billing Cycle Dates

Links

Operating Policies

Purchasing Card Checklist

Purchasing Card Training Module

Additional

Citi Website

Professional Societies List

The December expense report is available to print today, December 5th.

Friday, December 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on December 14th.**

PCard

Training Module



PCard

- Reminder - Vendor Hold Search prior to using PCard to purchase:
<https://fmcpa.cpa.state.tx.us/tpis/search.html>
- Reminder - Deviation Requests
 - Required when the same item is available through institutional contracted vendor in TechBuy. (Example: Books-Complete Books)
 - Requests should be emailed to Purchasing@ttuhsc.edu for review/approval.
 - Requests should include:
 - Vendor name purchasing from
 - Item being purchased (screen shot if available)
 - Dollar amount
 - Justification why this item should be purchased outside of the TechBuy contracted vendor.



Travel

- Resources - <http://www.fiscal.ttuhscc.edu/paymentservices/travel/>

Payment Services About ▾ Accounts Payable ▾ Direct Pay ▾ PCard ▾ Swift Card ▾ **Travel ▾** Business Affairs ▾

Business Affairs / Payment Services

Travel

Announcements

December 18, 2017

Mileage Reimbursement Rate Effective January 1, 2018

The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective January 1, 2018 to December 2018 is 54.5 cents per mile. This is a 1.0 cent increase from the current rate of 53.5 cents per mile and mirrors the Internal Revenue Service standard Mileage rate.

Reminder: If mileage reimbursement crosses the end of the calendar year (2017 and 2018), list as two separate lines on the voucher so that the correct rate is processed in the travel system.

Travel 2

Web Based Training



Travel

- Resources - <http://www.fiscal.ttuhscc.edu/paymentservices/travel/>

Payment Services			About ▾	Accounts Payable ▾	Direct Pay ▾	PCard ▾	Swift Card ▾	<u>Travel</u> ×	Business Affairs ▾
			About	Documentation		Travel2			
			News	Documents					
			News Archive	Help					
			Contacts	Operating Policies					
			FAQs	Travel2 Web Based Training					



- Required Documentation – [Travel Voucher Checklist](#)



TRAVEL VOUCHER CHECKLIST

COMMERCIAL AIR DOCUMENTATION

- ☐ Airfare receipt required:
 - ❖ Receipt must verify the following information:
 - Name of Traveler
 - Complete itinerary with confirmation of travel dates and locations
 - Booking class
 - Confirmation of payment
- ☐ If airfare receipt does not confirm payment/payment method, include a copy of the traveler's bank or credit card statement verifying the airfare amount posted to their account. ALL PROTECTED INFORMATION MUST BE REDACTED OR VOUCHER WILL BE RETURNED TO YOU.
- ☐ If airfare receipt indicates a ticket exchange was utilized for payment, include any/all original airfare receipts that were utilized for the exchange.
- ☐ Early bird-check in is not reimbursable. If purchased, remove from the reimbursement amount.
- ☐ Business Select class and seat upgrades may be paid or reimbursed if they are the only available airfare. You must provide local funding for Business Select and upgrades.
- ☐ BTA (Business Travel Account) – If using restricted funds (Funds beginning with 10, 12, 21 or 22) must use National Travel Systems (NTS) travel agency for commercial airfare reservations.

FOOD & ENTERTAINMENT

- ☐ Itemized receipts are required.
- ☐ Clearly state the Business Purpose of the meeting.
- ☐ List all attendees and titles.
- ☐ No restricted funds. F & E expenses must be allocated to local FOAPs only.
- ☐ Alcohol is NOT reimbursable on any fund through Travel.

PERSONAL AUTO MILEAGE

- ☐ MapQuest documentation or Mileage Log must be provided.
 - ❖ Mileage accruals not related to a specific business trip must be submitted on a monthly basis.
- ☐ When utilizing restricted funds for the reimbursement of Personal Auto Mileage, the Rental Car VS. Mileage Calculator (found on the [Travel Links](#) page) MUST be completed. The State Comptroller's office reviews the lesser cost and only the lesser cost can be allocated to state funds. The remaining amount (if any) should be allocated to a Local FOAP. The following documentation must be submitted along with the Mileage Calculator:
 - ❖ MapQuest Point to Point Mileage – or Odometer Reading Log
 - ❖ Rental Car Quote from state rental car agency
 - ❖ Cost of Fuel from [GasBuddy.com](#)
- ☐ Employee should choose the **most cost effective method of transportation** available.

MEALS

- ☐ Itemized receipts required (including meals on lodging folio):
 - ❖ Receipt must verify location and date
- ☐ Only the traveler's individual meals are reimbursable. If the receipt includes meals of others, advise which specific items belonged to the employee and calculate the individual items, tax and tip.
- ☐ If the receipt includes an alcohol purchase, the alcohol charge must be removed along with the tax and tip related to the alcohol purchase
- ☐ All tip reimbursements must be allocated to a local FOAP. If the tips are allocated to a state or restricted fund and there is no local FOAP listed on the voucher, Travel Office will remove the tips from the voucher. The department has the option of submitting another application/voucher for the tips only with an appropriate FOAP.



Travel

- Required Documentation – Trip Purpose
 - Please use the drop down list to select the proper trip purpose
 - If selecting “Attend Conference” a **fact sheet or conference agenda** containing the conference name, location and dates **must be attached** with the voucher.



Swift Card

- Account Code
 - Payments by TTUHSC (Chart H) for research participants/patient studies should be processed against funds that allow for expenditures on account code **729950 – OC Patient Study Participants**. This is the only account code to be used for Chart H expenditures.
- Reminders
 - Swift Cards are to be issued and used for participant payments only and should not be distributed as awards, prizes or gifts.
 - See [OP 72.19](#) – Payments to Research Participants/Patient Studies for additional information.



Questions

Procurement Services Contacts:

Purchasing – Purchasing@ttuhsc.edu

Accounts Payable – Accounts.Payable@ttuhsc.edu

PCard – PCard@ttuhsc.edu

Travel – Travel@ttuhsc.edu