# 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: <a href="mailto:purchasing@ttuhsc.edu">purchasing@ttuhsc.edu</a>
- 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

- 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 <a href="mailto:lora.turpin@ttuhsc.edu">lora.turpin@ttuhsc.edu</a>.
  - > Agenda

- 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.
    - o Facilities verifies the furniture meets required standards.

#### • 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
  - o Increased helium distribution costs due to a greater amount of helium imports from the Middle East and Europe.

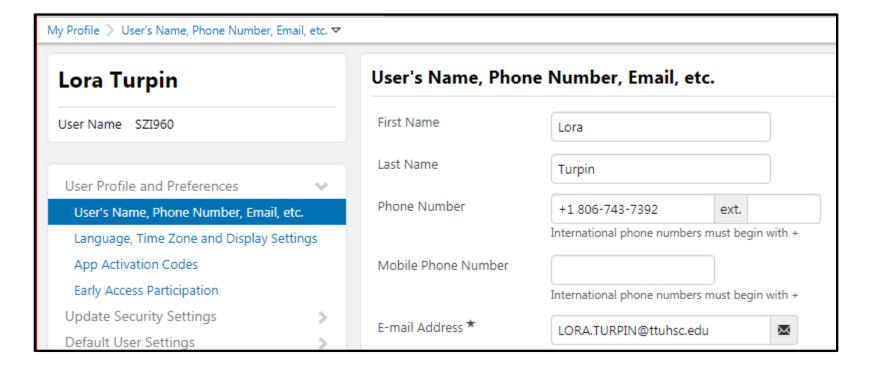
#### Nitrogen Dewar Refill Changes

- 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).
  - o The user will self-fill the open mouth nitrogen Dewars.
  - o The user may bring an open mouth Nitrogen Dewars to a local Airgas location to be refilled.

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

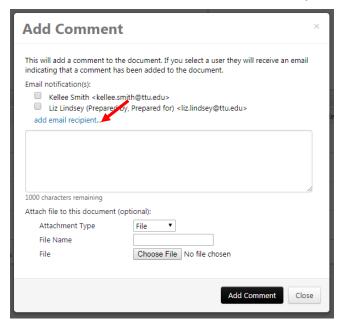
Commercial General Liability	
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Damage to Rented Premises	\$50,000
Medical Payments (Any One Person)	\$5,000
Liquor Liability (if applicable)	
Each 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

- 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.



#### 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 <u>Purchasing@ttuhsc.edu</u>
  - Accounts Payables (Invoices & Receipts) <u>Accounts.payable@ttuhsc.edu</u>
  - Vendor Team (Vendor Set-up & W-9) <u>Vendorteam@ttuhsc.edu</u>



#### Account Codes

- > Account codes are based on the item ordered on each line item.
- > Helpful links to help code items correctly:
  - o <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.
  - 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.

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

## 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 Team

#### W-9 Attachments

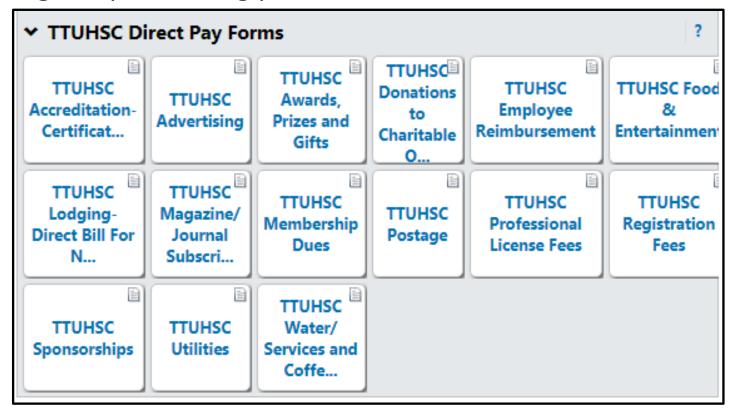
➤ W-9 attachments should be attached separately as a single document. This allows the vendor team to remove the document when set-up is complete.

#### Vendor Team Email

Send vendor related emails to the vendor team email <u>vendorteam@ttuhsc.edu</u>. 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



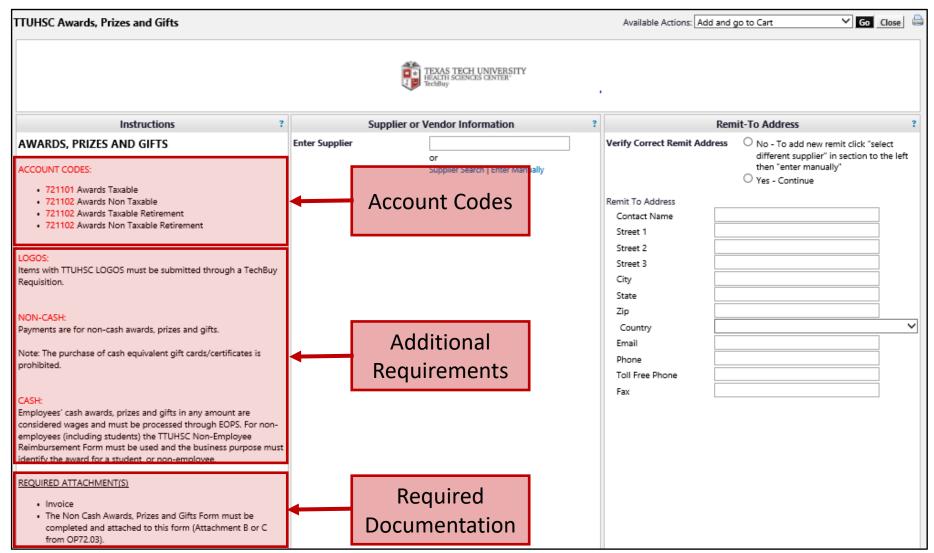
# **Direct Pay**

- 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: <a href="https://fmcpa.cpa.state.tx.us/tpis/search.html">https://fmcpa.cpa.state.tx.us/tpis/search.html</a>

**Procurement Services** 

# Direct Pay

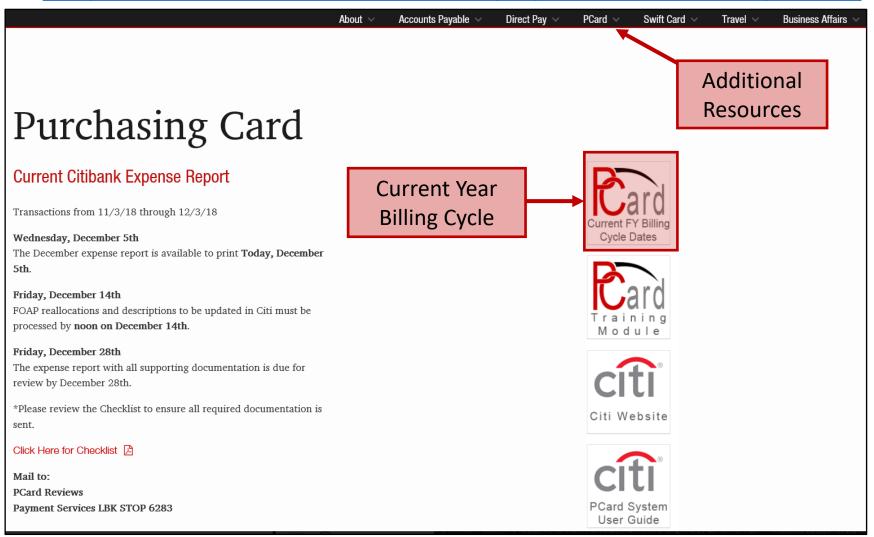
Required Documentation and Account Codes – Listed on each Direct Pay Form



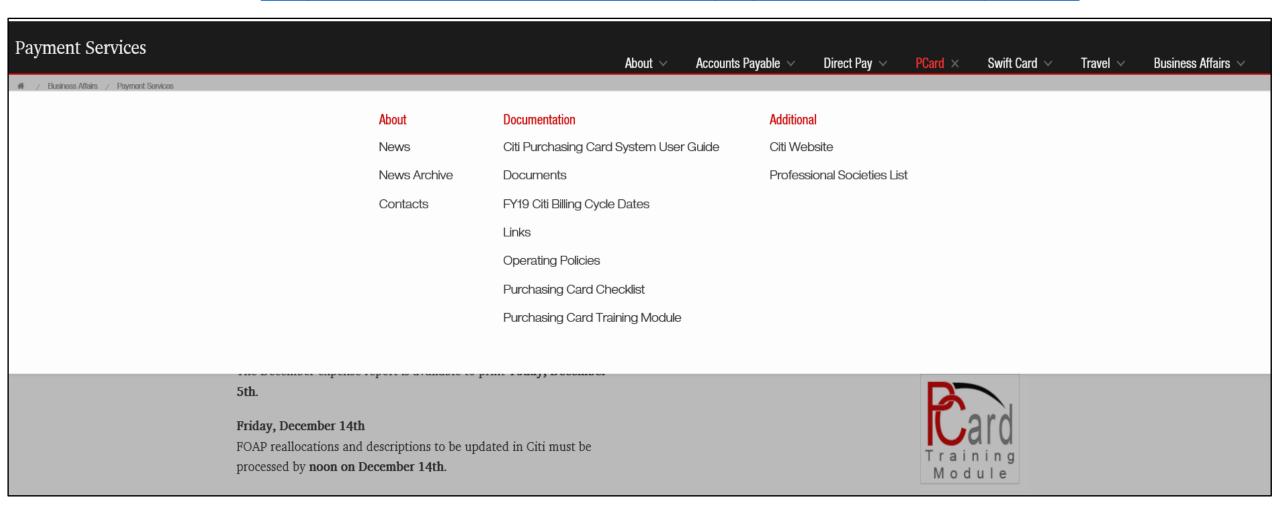
- Online PCard Program \*Coming Soon\*
  - > Currently the TTU System is searching for an online/paperless system.
    - Upload Documentation for Transactions
    - Route Expense Reports for Approvals
    - Manage Allocations
  - > Additional information coming soon.

**Procurement Services** 

Resources - <a href="http://www.fiscal.ttuhsc.edu/paymentservices/pcard/">http://www.fiscal.ttuhsc.edu/paymentservices/pcard/</a>



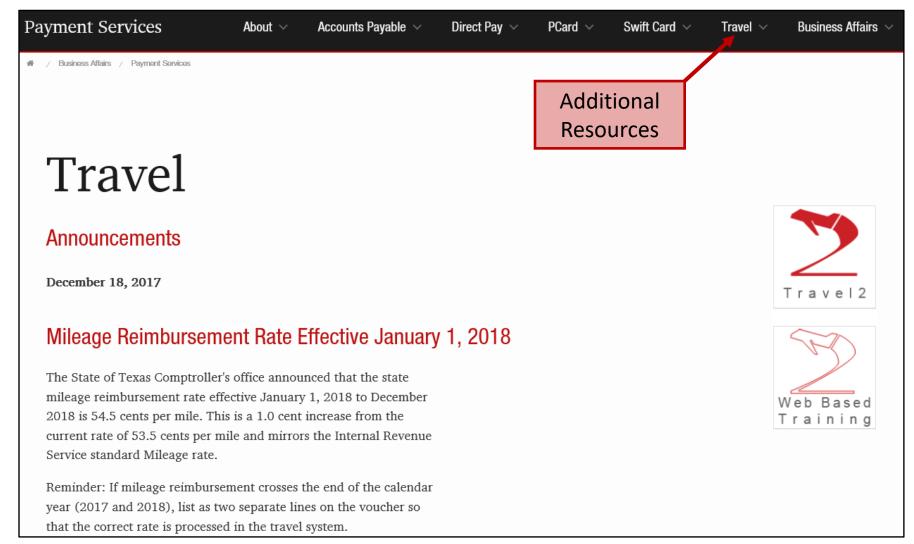
Resources - <a href="http://www.fiscal.ttuhsc.edu/paymentservices/pcard/">http://www.fiscal.ttuhsc.edu/paymentservices/pcard/</a>



- Reminder Vendor Hold Search <u>prior</u> 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 <a href="mailto:Purchasing@ttuhsc.edu">Purchasing@ttuhsc.edu</a> for review/approval.
  - > Requests should include:
    - Vendor name purchasing from
    - Item being purchased (screen shot if available)
    - o Dollar amount
    - Justification why this item should be purchased outside of the TechBuy contracted vendor.

## Travel

Resources - <a href="http://www.fiscal.ttuhsc.edu/paymentservices/travel/">http://www.fiscal.ttuhsc.edu/paymentservices/travel/</a>



## Travel

Resources - <a href="http://www.fiscal.ttuhsc.edu/paymentservices/travel/">http://www.fiscal.ttuhsc.edu/paymentservices/travel/</a>

Payment Services	About ∨	Accounts Payable	∨ Direct Pay ∨	PCard ∨	Swift Card 🗸	<u>Travel</u> ×	Business Affairs ∨
	ı	About	Documentation		Travel2		
	1	News	Documents				
	1	News Archive	Help				
	(	Contacts	Operating Policies				
	F	FAQs	Travel2 Web Based Tra	aining			

**Procurement Services** 

## Travel

appropriate FOAP.

Required Documentation – <u>Travel Voucher Checklist</u>



#### TRAVEL VOUCHER CHECKLIST

CO	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.				
FO	OD & 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.				

PE	RSONA	L AUTO MILEAGE
	MapQue	est documentation or Mileage Log must be provided.
	*	Mileage accruals not related to a specific business trip must be submitted on a monthly basis.
	Mileage office re amount	cilizing restricted funds for the reimbursement of Personal Auto Mileage, the Rental Car VS.  Calculator (found on the <u>Travel Links</u> page) MUST be completed. The State Comptroller's views the lesser cost and only the lesser cost can be allocated to state funds. The remaining (if any) should be allocated to a Local FOAP. The following documentation must be submitted ith 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
	Employe	ee should choose the most cost effective method of transportation available.
ME	ALS	
	Itemize	d receipts required (including meals on lodging folio):
	*	Receipt must verify location and date
	-	traveler's individual meals are reimbursable. If the receipt includes meals of others, advise pecific items belonged to the employee and calculate the individual items, tax and tip.
		ceipt includes an alcohol purchase, the alcohol charge must be removed along with the tax and ed to the alcohol purchase
	All tip re	eimbursements 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

## 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 <u>Travel@ttuhsc.edu</u>