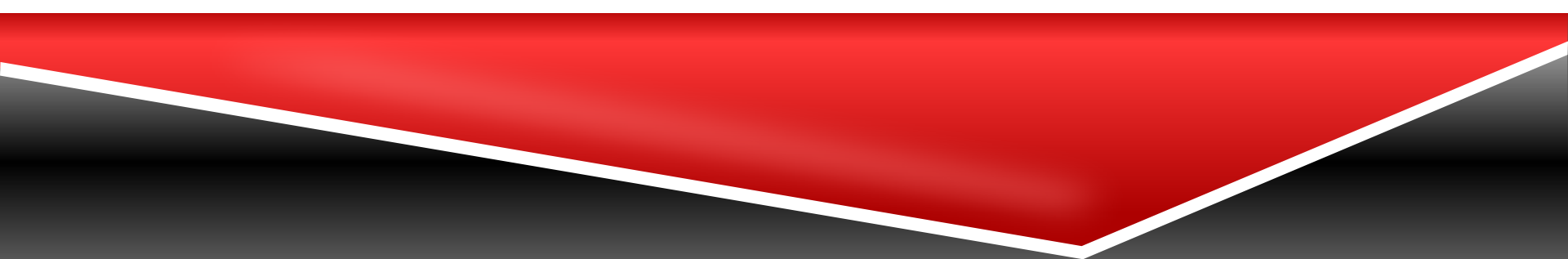


Texas Tech University Health Sciences Center

PURCHASING QUARTERLY
MEETING

TTUHSC PURCHASING





TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Agenda

- 1) Year End Guidelines
- 2) Purchase Order/Change Orders
 - a) Accounting Date required
 - b) PO/Encumbrance Change Request Reminders
- 3) Official Functions, Business Meetings and Entertainment OP72.16
 - a) Attachment B
- 4) Purchasing and Contracting documents being updated
 - a) Publishing Contracting Handbook in July
 - b) Purchasing OP's will published in July
- 5) Board of Regent Changes
 - a) \$1 Million Orders
 - b) Regent Rules Changes/Highlights Concerning Purchasing Contracting
 - 1) 07.03 Fraud Policy
 - 2) 07.12 Contracting Policies and Procedures
 - a) 07.12.1
 - b) 07.12.2
 - c) 07.12.3
 - d) 07.12.7
- 6) Travel
 - a) Travel Checklist
- 7) Accounts Payable
 - a) Comments in TechBuy
- 8) Questions and Answer Period



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Year End Guidelines

Link:

<http://www.fiscal.ttuhsc.edu/purchasing/collateral/Year%20End%20Purchasing%20Guidelines.pdf>

Year End Purchasing Guidelines

FY2016 funded orders:

Orders using FY 2016 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 5/23/2016 to ensure completion by year end.

Non-Catalog TechBuy orders using FY 2016 funding not requiring bids must be submitted to Purchasing by 8/24/2016 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2016 funding must be submitted to the vendor by 8/31/2016 to ensure completion by year end.

Any order not completed by 8/31/2016 will be posted in September against FY 2017 funding.

Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in early July.



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FY2017 funded orders:

All FY 2017 orders must have an accounting date of 9/01/2016 or later.

Orders needing to be in place on 9/01/2016 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 05/30/2016.

No TechBuy punch-out orders using FY 2017 funding may be entered/submitted prior to 9/01/2016.

Renewal orders based on current FY2016 orders must be submitted to Purchasing by 7/06/2016 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities) To renew or extend there must be a renewal option available and the contract/agreement must be active/exist in FY17.



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FY2016 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on 7/31/2016.

The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.

Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.

To keep the funds available beyond 7/31/2016 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2015 encumbrance open please contact Purchasing no later than 8/07/2016.



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Purchase Orders/Change Orders

Accounting Date

The accounting date on purchase orders is now a required field.

Find value descriptions

Billing		?
Bill To		<input type="button" value="edit"/>
TTUHSC Payables Box 5970 Lubbock, TX 79408 United States		
Billing Options		<input type="button" value="edit"/>
Accounting Date	9/1/2016	

View/edit by line item...



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PO/Encumbrance Change Requests Reminders:

Please verify all items have been received and paid before closing an order. If an item was cancelled or discontinued please make a note in the comments of the change request.

Change requests are not to be used as a budget managing tool. Please do not close/reduce orders if invoices have not been paid.



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Official Functions, Business Meeting and Entertainment OP72.16

When requesting permission to serve alcohol during an event - Attachment B is required to be attached to the requisition.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

DATE: _____

To: Tedd L. Mitchell, MD
President
Texas Tech University Health Sciences Center
3601 4th Street, MS 6258
Lubbock, TX 79430

From: _____

Contact: _____

Department: _____

RE: Authorization to Serve Alcohol

Requesting permission to serve alcohol (beer and wine) at the event listed below. **PLEASE NOTE: THE PRESIDENT REQUIRES THAT WATER AND SOFT DRINKS BE AVAILABLE AT ANY EVENT WHERE ALCOHOL IS SERVED.**

Event name: _____

Hosted by: _____

Business Purpose: _____

Date: _____ Location: _____

Total approximate attendance: _____ ☒ all that apply: _____ Students _____ Faculty _____ Staff _____ Donors
_____ Other (please specify) _____

Per HSC OP 72.16, _____ (Name of Vendor) meets the following criteria:

- (a) Alcohol can only be served by vendors properly licensed by the Texas Alcoholic Beverage Commission (TABC) to serve/sell.
- (b) All servers must be TABC certified and follow the TABC rules concerning the serving and dispensing of alcohol.
- (c) The vendor is required to provide proof of licensure and to ensure all served are TABC certified.
- (d) The event agreement from the vendor/caterer must contain a clause indemnifying TTUHSC and TTUS along with evidence of insurance compliant with current TTUHSC and TTUS standards.

Approved by:

Department Head:



Name/Title: _____

Date: _____

Dean/VP:



Name/Title: _____

Date: _____

President:



Tedd L. Mitchell, MD – President

Date: _____



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Purchasing and Contracting documents being updated

- a) Publishing Contracting Handbook in July
- b) Purchasing OP's will published in July

Board of Regent Changes

- a) \$1 Million Orders
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Travel – Travel Card



TTUHSC TRAVEL CARD BASICS

TTUHSC TRAVEL CARD

- ❖ TTUHSC employees who are expected to travel for official TTUHSC business must apply for a state issued travel card. Employees must understand [HSC Use of State Travel Credit Card OP 79.11](#), understand and sign the [Travel Card Use Agreement Form](#), obtain supervisory approval and submit form to the TTUHSC Travel Office.
- ❖ The travel card can only be used for TTUHSC business-related travel and is not for personal use. Misuse of the card may result in disciplinary action up to, and including termination.
- ❖ The employee is responsible to pay all charges resulting from the use of the travel card. TTUHSC is not responsible for charges for nonpayment by the employee.
- ❖ Citibank will suspend or cancel the travel card if balances are not paid in a timely manner.
- ❖ The TTUHSC Travel office may suspend or terminate the travel card if it is used for prohibited personal use.
- ❖ If the travel card is suspended or canceled for misuse or nonpayment, the employee is not eligible for travel advances or use of the corporate BTA card.
- ❖ If the employee terminates employment with TTUHSC, the department has the obligation to reclaim the travel card, destroy the card and notify the TTUHSC Travel Office.
- ❖ TTUHSC reserves the right to interpret, change, modify, amend or rescind the Travel Card policy in whole, or in part, at any time without prior notice or the consent of the employee.

More information? Go to [TTUHSC Travel Home](#).

Questions? Contact travel@ttuhsc.edu.



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Travel – 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 state funds (Funds beginning with 10 or 12) must use National Travel Systems (NTS) travel agency for commercial airfare reservations.



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Travel – Travel Voucher Checklist



TRAVEL VOUCHER CHECKLIST

FOOD & ENTERTAINMENT

- ☐ Itemized receipt is 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.

LODGING & HOTEL TAX

- ☐ Hotel or other commercial lodging establishment receipt required:
 - ❖ Receipt must verify the following information:
 - Name of Traveler
 - Check-in/departure dates
 - Hotel location
 - Proof of Payment
- ☐ If the receipt does not reflect payment or a 0.00 balance, you may contact the hotel for an updated invoice OR include a copy of the traveler's Bank or credit card statement (Redact Protected information) verifying the balance was paid.
- ☐ Enter the daily rate and daily hotel taxes EXACTLY as charged on the invoice for each day. Do not enter expenses as the average amounts charged per day.
- ☐ If lodging is in the state of Texas, provide the hotel or other commercial lodging establishment with the [Texas Hotel Occupancy Tax Exemption Certification](#) and verify that you have not been charged state sales tax on your receipt at the end of your stay.



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Travel – Travel Voucher Checklist



TRAVEL VOUCHER CHECKLIST

PERSONAL AUTO MILEAGE

- ☐ MapQuest documentation or Mileage Log must be provided.
- ☐ When utilizing state 10/12 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.
- ☐ Employee should choose the **most cost effective method of transportation** available. The Travel Office reviews and can reduce the amount of reimbursement for personal auto mileage to the lesser amount of a rental car or airfare if the employee chooses to utilize their personal vehicle to travel.

MEALS

- ☐ Itemized receipts required:
 - ❖ Receipt must verify location and date
- ☐ If the traveler only provided the payment confirmation receipt and the itemized receipt is not available, confirm what items were ordered and if alcohol was consumed.
- ☐ 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.



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Travel – Travel Voucher Checklist



TRAVEL VOUCHER CHECKLIST

RENTAL CAR

- ☐ Final receipt from Rental Car agency required (estimated charges or rental agreements are not acceptable)
 - ❖ Receipt must verify the following information:
 - Name of Driver
 - Pick up/drop off locations
 - Pick up/drop off dates
 - Contract Vendor was utilized & contract rate amount
 - Proof of Payment
- ☐ Avis, Budget, National & Enterprise are the 4 approved contract vendors. If none of these vendors were utilized for the traveler's rental vehicle, attach a completed "Exceptions for Use of Contract Travel Services" document indicating why the employee utilized a different vendor. If no exceptions apply, the reimbursement amount must be reduced to the approximate cost of a rental vehicle through one of the approved vendors.
- ☐ TTUHSC will reimburse up to a full-sized vehicle. If an employee rents a larger vehicle class, indicate the business reason for the upgrade. If the larger vehicle class was merely a preference of the traveler, the reimbursement amount must be reduced to the cost of a full-sized rental.
- ☐ Fuel Service Option is reimbursable and must be included in the total cost of the rental car. Do NOT allocate to the "Other" Expense Category.
- ☐ Additional insurance/optional services through the Contract vendors are not reimbursable. The contracted daily rate includes the necessary insurance.



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Travel – Travel Voucher Checklist



TRAVEL VOUCHER CHECKLIST

REGISTRATION FEES

- ☐ Receipt/Invoice from the Vendor is required.
 - ❖ Receipt or Invoice must verify the name of the event, date and payment confirmation
- ☐ If the receipt does not advise when the payment was made, provide a copy of the employee's bank or credit card statement showing when the payment posted to their account. If it has been more than 60 days since the registration was paid, it is considered taxable to the employee and must be submitted for reimbursement through EOPs.
- ☐ The Pcard is the preferred method of payment for Registration Fees.



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Travel – Travel Voucher Checklist



TRAVEL VOUCHER CHECKLIST

OTHER REQUIREMENTS

- ☐ Conference Fact Sheet or Agenda
 - ❖ Must include conference name, location and dates.
- ☐ Approvals
 - ❖ Must be traveler's immediate supervisor or superior.
- ☐ Comments
 - ❖ Use to explain special circumstances such as airfare exchanges, multiple lodging sites, rental car exceptions, etc.
- ☐ Tips
 - ❖ Tips of any kind are not reimbursable from state funds.
- ☐ Packaged Travel
 - ❖ The receipts must separately state the cost of each type of travel arrangement. Use local funds.
- ☐ Trip insurance of any kind is not reimbursable.
- ☐ It is your responsibility as a TTUHSC employee who travels to read and understand [TTUHSC OP 79.06](#), detailing expense requirements.

More information? Go to [TTUHSC Travel Home](#).

Questions? Contact travel@ttuhsc.edu.



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Accounts Payable

Comments in TechBuy

If you receive a comment/email from Sciquest@techbuy.ttu.edu, please read the message and respond accordingly. The message is most likely requesting additional information or an action from you in order to meet requirements for a payment to a vendor.

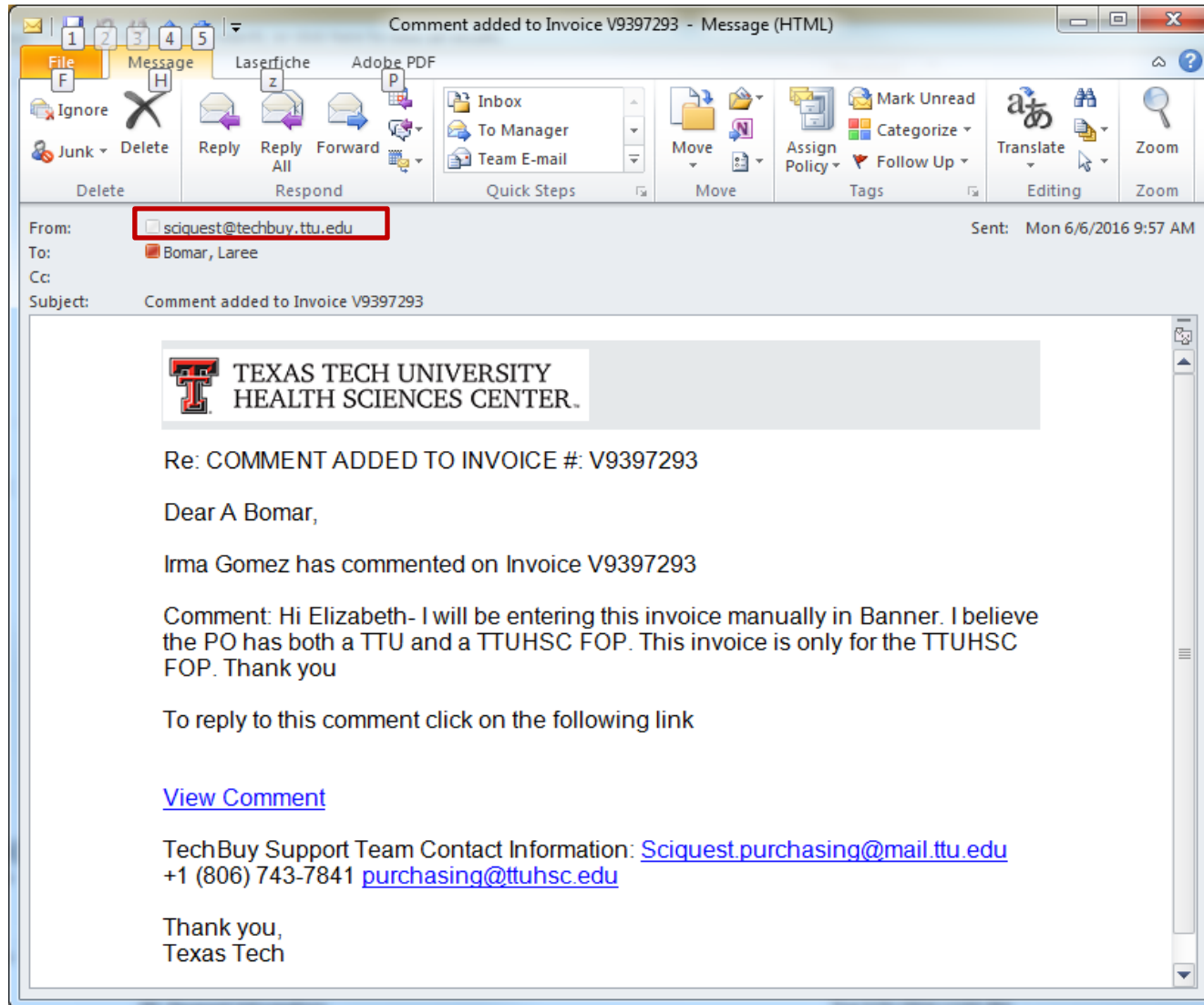
If you respond in the Comments on Receipts or Invoices, make sure you copy Accounts.Payable@ttuhsc.edu.

Invoices that are attached by comment please make sure to notify Accounts.Payable@ttuhsc.edu. If they are not included on the comment they will not receive notification to pay the invoice.



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Accounts Payable – TechBuy Comments Email





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Questions ?