

Texas Tech University Health Sciences Center

PROCUREMENT QUARTERLY
MEETING

PURCHASING, ACCOUNTS PAYABLE,
PCARD AND TRAVEL

Agenda

- Purchasing
 - Staff Changes
 - Website Changes
 - New Training Videos and Documents
 - G Boren has been acquired by KT Black Services
 - Independent Contractor Form (ICQ)
 - Home Depot & Supply Works Punch-Outs
 - Punch-Out Orders
 - \$1 Million orders
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu
- PCard
 - Gift and Gift Cards Prohibited on PCard
 - PCard Holders Transferring Between Departments
 - Changes in Fund Managers
- Travel
 - Travel OP Updates
 - Travel on State Funds – Use of travel card required
 - Rental Car Contract Rates
- Accounts Payable
 - Credit Memos
- Questions and Answer Period

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

Purchasing

- Purchasing Staff Changes
 - Thi “T” Bui has joined the Purchasing staff as a Senior Purchaser.
- Website Changes
 - The Purchasing website has an updated format.
 - Two ways to access Purchasing information
 - Ability to access features from top drop down menus
 - Ability to access from Shoppers or Vendors links

Purchasing

welcome to
PURCHASING

enabling effective, efficient procurement processes to meet institutional objectives

WHAT WE DO



SHOPPERS



VENDORS

Purchasing

- New Training Videos and Documents are available on the Purchasing website on the TechBuy Training page.
 - Each training topic has a video and a pdf document available.







Finance Systems Management

🏠 / Business Affairs / Finance Systems Management


TechBuy Training

[Account Codes and Budget Pools](#) 

Document Search

- [Creating and Saving Document Searches](#) 
- [Creating and Saving Document Searches](#) 
- [Document Search Export](#) 
- [Document Search Export](#) 
- [Types of Document Searches](#) 
- [Types of Document Searches](#) 

[Job Aids](#) 

[Reference Guide](#) 

[TechBuy Receiving](#) 



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing


- G Boren has been acquired by KT Black Services LLC
 - PO's currently open to G Boren will need to be reissued to KT Black Services LLC.
 - New PO's - KT Black Services LLC will be the vendor listed on the PO.

Purchasing

- Independent Contractor Form (ICQ)
 - 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. <http://kainz.ttu.edu/afism/independant-contractors/> 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




Purchasing

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

Supplier / Line Item Details

[Hide line details](#)

Allan Louis Haynes  [more info...](#)

PO Purchase Order 1
11420 81st Pl S, Seattle, WA 98178 US

[Add discount for this supplier...](#)

Purchasing

- Home Depot and Supply Works Punch-Outs
 - Punch-outs have been activated on the Shopping Home Page.
- Punch-Out Orders
 - Punch-Out orders cannot be copied.
 - Creates errors
 - Fails when sending to vendors
 - Removes the ability for IT to review the punch-out items
 - Items may no longer be available

Purchasing

- \$1 Million Orders Require BOR Approval
 - Regents Rules require BOR approval be obtained prior to the execution of certain Contracts (See Regents Rules Chapter 07).
 - Contracts in excess of \$1 mil
 - Renewals or amendments that increase the original value of an existing contract by 25% or more.
 - HB 1295 filing is required. Vendor must complete and submit HB1295 filing before TTUHSC can make payment.
 - [Form 1295 Certificate of Interested Parties Electronic Filing Application](#)

Purchasing

- TTUHSC Fire Marshal's Office New Space Heater Approval
 - Vornado VMH10 Personal Metal Heater. Average Cost is \$49.99.
 - This heater was approved by the Fire Marshal's Office for the Lubbock campus.
 - Remote campuses please check with your local Facilities office to verify what heaters are approved for your campus.
 - [Lubbock Safety Services Announcement](#)



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

PCard

- Gift and Gift Cards Prohibited on the PCard
 - OP 72.15, Section 2.c - Purchase of gifts and gift cards are prohibited items on the PCard.
 - OP 72.03, Section 2.c – Purchase of awards, prizes and gifts using a departmental PCard are PROHIBITED (retirement, employee separation from TTUHSC, donors or participants of official functions are the only exceptions). Immediate reimbursement will be required if a departmental PCard is used for this type of transaction.
- PCard Holders Transferring Between Departments
 - PCard must be closed – cut up and send to PCard at STOP 6283
 - Complete new application with updated information to PCard at STOP 6283
- Changes in Fund Managers
 - Notify PCard@ttuhsc.edu of changes in Fund Managers

Travel

- Travel OP Updates (Updates in OP underlined below)
 - OP 79.01 – Texas State Travel Management Program
 - Section 2.c., Contracted Services – Travel arranged by a Travel Agency using state funds must use the State of Texas contracted Travel Agencies National Travel Services or Short's Travel Management.
 - OP 79.04 – Foreign Travel
 - Section 4, Allowable Expenses - Original itemized receipts must be provided. All other meal itemized receipts must be provided or the traveler will not be reimbursed.
 - OP 79.05 – Business Travel Account (BTA) Requests and Travel Advances
 - Section 2.c., Requests for Travel Advances - An employee does not qualify for an advance if the employee has had a state travel card that was cancelled for non-payment or misuse.

Travel

- Travel OP Updates - Continued (Updates in OP underlined below)
 - OP 79.06 – Reimbursement of Travel Expenses
 - Section 2, Responsibilities of the Traveler – A state employee must seek the most cost effective method of travel considering all relevant circumstances regardless of funding source.
 - Section 4.e., Meals and Lodging Receipt Requirements – Actual itemized receipts are required by TTUHSC.
 - Section 4.e, Meals and Lodging Receipt Requirements – If the itemized receipt is unavailable,..... A statement must be included with a detail of items consumed. (Must also be moved to local funding source)
 - OP 79.11 – Use of State Travel Credit Card
 - Section 4, Reports – Reports provided by Citibank indicating employees who are delinquent in paying their Travel Card Account, as well as employees whose charges indicate apparent misuse of the Travel Card are monitored by the TTUHSC Travel Office on a monthly basis.

Travel

- Travel OP Updates - Continued (Updates in OP underlined below)
 - OP 79.11 – Use of State Travel Credit Card
 - Section 5 – Notification of Delinquency in Payment or Misuse of Travel Cards
 - Employees who are reported as 60 days delinquent in payment to Citibank will be notified of their status and reminded that they are solely responsible for such charges on the Card. Citibank will suspend the cards of employees who are reported as 90 days delinquent and the TTUHSC Travel Office will notify the employee and their immediate supervisor of the delinquency and the need to take immediate action.
 - Employees whose charges indicate misuse of the travel Card will be notified of the misuse and reminded of the purpose of the travel card. A second reported misuse will result in the card being closed by the TTUHSC Travel Office and both the employee and their supervisor will be notified.
 - Travel Cards suspended or closed by Citibank or the TTUHSC Travel Office due to delinquency or misuse will result in the employee no longer being eligible for travel advances or the use of the corporate BTA.

Travel

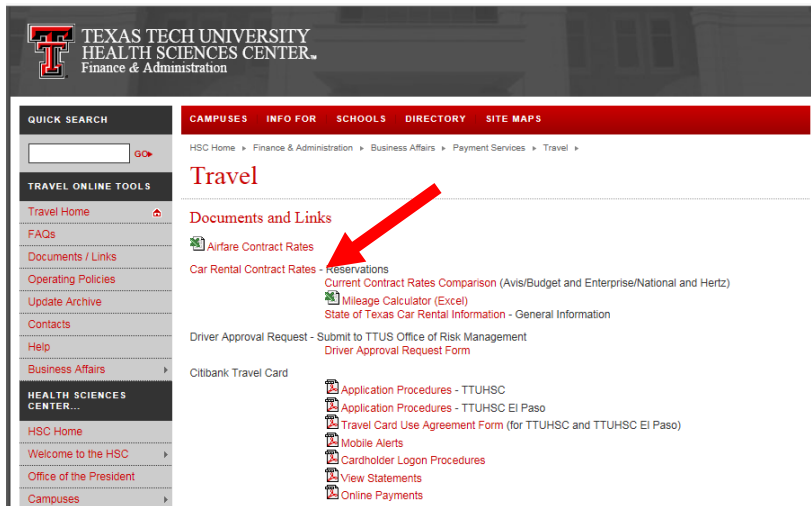
- **State Issued Travel Card and Traveling on State Appropriated Funds**
 - The Texas Administrative Code (TAC) Section 20.413 directs the use of a state issued travel card for all travel expenditures using State appropriated funds, (E&G, PHF, HEAF which are Funds beginning with 10, 11, 12, 9D, 9E, 9F).
 - Beginning January 1, 2018, all TTUHSC Employees should use the state issued travel card to purchase travel services when traveling on state funds.
 - Airfare required
 - Lodging, Car Rental and other necessary travel expenses should when feasible.
 - If denied a travel card or card has been suspended or canceled and travel must be on a state appropriated fund, traveler must use the state contracted travel agent National Travel Systems (NTS) [TAC Rule 20.413](#), [TexTravel](#), [National Travel Systems \(NTS\)](#), [OP 79.06](#), [OP 79.11](#)

Travel

- State of Texas Issued Travel Card - Reminder
 - Use for travel charges only and is not for personal use
 - Notification to cardholder when misuse is detected
 - Second misuse detection results in cancellation of card and notification to cardholder and supervisor
 - Ineligible for travel advances or BTAs
 - Card holder is responsible for prompt payment of all charges resulting from the use of the travel card
 - Citibank will suspend or cancel the card for non-payment at 90 days
 - Notification to cardholder and supervisor
 - Ineligible for travel advances or BTAs
 - Travel Offices monitors Citi Travel Cards for personal use and delinquency status on a monthly basis

Travel

- Rental Car Contract Rates
 - The TTUHSC State Rental Car contract rates are located on the Travel website in the Documents and Links section. Click on Car Rental Contract Rates and it will take you to the Links page.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Finance & Administration

QUICK SEARCH

TRAVEL ONLINE TOOLS

Travel Home

FAQs

Documents / Links

Operating Policies

Update Archive

Contacts

Help

Business Affairs

HEALTH SCIENCES CENTER...

HSC Home

Welcome to the HSC

Office of the President

Campuses

CAMPUSES INFO FOR SCHOOLS DIRECTORY SITE MAPS

HSC Home > Finance & Administration > Business Affairs > Payment Services > Travel >

Travel

Documents and Links

Airfare Contract Rates

Car Rental Contract Rates - Reservations

Current Contract Rates Comparison (Avis/Budget and Enterprise/National and Hertz)

Mileage Calculator (Excel)

State of Texas Car Rental Information - General Information

Driver Approval Request - Submit to TTUS Office of Risk Management

Driver Approval Request Form

Citibank Travel Card

Application Procedures - TTUHSC

Application Procedures - TTUHSC El Paso

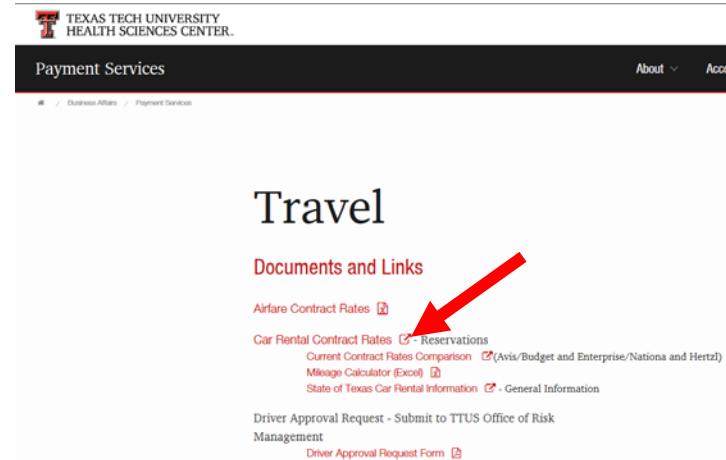
Travel Card Use Agreement Form (for TTUHSC and TTUHSC El Paso)

Mobile Alerts

Cardholder Logon Procedures

View Statements

Online Payments



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Payment Services

About Account

Business Affairs Payment Services

Travel

Documents and Links

Airfare Contract Rates

Car Rental Contract Rates - Reservations

Current Contract Rates Comparison (Avis/Budget and Enterprise/National and Hertz)

Mileage Calculator (Excel)

State of Texas Car Rental Information - General Information

Driver Approval Request - Submit to TTUS Office of Risk Management

Driver Approval Request Form

Travel

- Rental Car Contract Rates
 - On the links page you will click on the Rental Car vendor you plan to use for your trip. It will link you out to the vendors site.

TEXAS TECH UNIVERSITY SYSTEM
Travel Reimbursement

TRAVEL 2.0

- Applications
- Voucher
- Reports
- Admin
- Help

[Sign Out](#)

HSC Home > Finance & Administration > Travel 2.0 >

Links

TTU A/P Travel Services

TTUHSC A/P Travel Services

State Travel Info

- [State Contract Rates](#) (airline, rental car, hotel, etc.)
- [Mileage Verification - Mapquest](#)
- [Textravel - State of Texas Web Resource](#)
- [Travel to Washington, D.C., or surrounding area](#) (including Maryland and Virginia)

Locality Rates:

- U.S. GSA Federal per diem Rates - In and out of state travel
- Per Diem Rates for Alaska & Hawaii (TTU only)
- International Per Diems (TTU only)

TTU Rental Car Rates

- Enterprise / National - Program Benefits
- Avis / Budget
- Hertz - Rates - Program Benefits
- TTU Operations Division Vehicle Rental

OPs

- TTU OPs
- TTUHSC Travel OPs
- TTUHSC El Paso OPs

TTUHSC Rental Car Rates

- Avis/Budget – Identifier - F999739
- Enterprise/National – Identifier -TX739, PIN TEX (If Prompted)
- Hertz – Discount or Promo Code - 2132223

Travel

- Rental Car Contract Rates

<http://www.fiscal.ttuhscc.edu/busserv/travel/links.aspx>

- Be aware of the State of Texas Contracted car rental rates so that you are not overcharged

Texas Rates for All Locations within Texas						
Car Type	Avis/Budget		Enterprise/National		Hertz	
	Daily	Weekly	Daily	Weekly	Daily	Weekly
Standard	\$33.00	\$165.00	\$37.00	\$222.00	\$32.00	\$192.00
Compact	\$31.00	\$155.00	\$35.00	\$210.00	\$29.00	\$174.00
Economy	\$31.00	\$155.00	\$35.00	\$210.00	\$29.00	\$174.00
Intermediate	\$32.00	\$160.00	\$37.00	\$222.00	\$32.00	\$192.00
Full-size	\$33.00	\$165.00	\$39.00	\$234.00	\$33.50	\$201.00
Minivan	\$47.00	\$235.00	\$52.00	\$312.00	\$51.00	\$306.00
Passenger Van	\$71.00	\$355.00	\$94.00	\$564.00	\$90.00	\$540.00
Small SUV	\$47.00	\$235.00	\$56.00	\$336.00	\$47.00	\$282.00
Medium SUV	\$48.00	\$240.00	\$56.00	\$336.00	\$50.00	\$300.00
Premium SUV	\$76.00	\$380.00	\$99.00	\$594.00	\$84.00	\$504.00

Out of State Rates						
Car Type	Avis/Budget		Enterprise/National		Hertz	
	Daily	Weekly	Daily	Weekly	Daily	Weekly
Standard	\$35.00	\$175.00	\$37.00	\$222.00	\$33.50	\$201.00
Compact	\$33.00	\$165.00	\$35.00	\$210.00	\$31.00	\$186.00
Economy	\$33.00	\$165.00	\$35.00	\$210.00	\$31.00	\$186.00
Intermediate	\$34.00	\$170.00	\$37.00	\$222.00	\$33.50	\$201.00
Full-size	\$35.00	\$175.00	\$39.00	\$234.00	\$35.50	\$213.00
Minivan	\$49.00	\$245.00	\$52.00	\$312.00	\$57.00	\$342.00
Passenger Van	\$73.00	\$365.00	\$94.00	\$564.00	\$91.00	\$546.00
Small SUV	\$49.00	\$245.00	\$56.00	\$336.00	\$52.00	\$312.00
Medium SUV	\$50.00	\$250.00	\$56.00	\$336.00	\$52.00	\$312.00
Premium SUV	\$78.00	\$390.00	\$99.00	\$594.00	\$86.00	\$516.00



Travel

- New Mileage Reimbursement Rate Effective January 1, 2018
 - The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective January 1, 2017 to December 2018 is 54.5 cents per mile. This is a 1 cent increase from the current rate of .535 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.
 - More information: [TextTravel Fiscal Travel Reimbursement Rates](#)

Accounts Payable

- Credit Memos
 - Credit Memos should be submitted to Accounts.Payable@ttuhsc.edu through the PO comment in TechBuy
 - Receiving is not required for Credit Memos
 - Departments are responsible for following up with the vendor for goods/services returned, cancelled or not received when the Invoice has been received
 - Accounts Payable processes both the Invoice and the Credit Memo in TechBuy for tracking purposes
 - Credit Memos and Invoices can be reviewed under the “Invoices” tab in the TechBuy PO

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

Questions & Answers

Questions?