- Purchasing
  - Skype Procurement Training
  - Airgas/Cuevas Minimum Order Fee Implementation
  - Account Codes
  - Requisition FOAP Allocation (Multiple FOAPs)
  - Closing Orders/Line Sequences using the Change Request System
  - Federal Funds Changes
- Purchasing Email
  - Sciquest.com emails
  - Correct email: purchasing@ttuhsc.edu
- Swift Card
  - Updated OP 72.19
- Direct Pay
  - Updated OP 72.03
  - Updated Attachments/Forms
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- PCard
  - Updated OP 72.15
  - Monthly Report Due Dates and Responses to Review Findings
- Travel
  - Travel Check List and Travel Card Responsibilities
  - Registrations
  - Meals/Entertainment
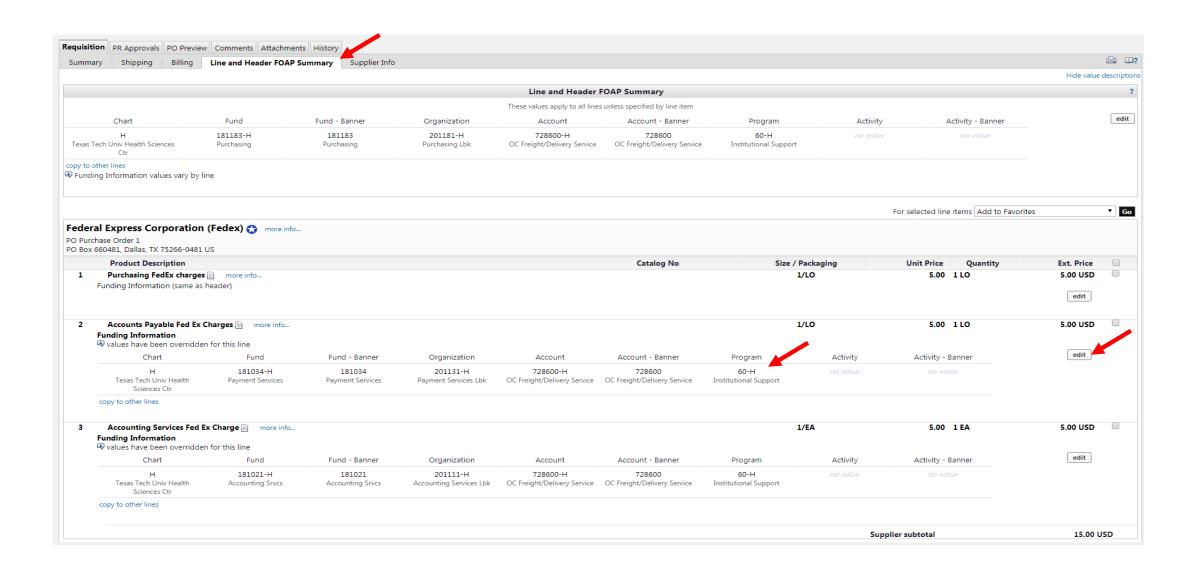- Questions and Answers Period

- Skype Procurement Training
  - Procurement is offering a general overview/navigation training via Skype. Training sessions are to be offered on a monthly TBD schedule. First session will be held on **September 19, 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**

- Airgas/Cuevas Minimum Order Fee Implementation
  - ➢ Effective September 1, 2018, Airgas orders less than $25.00 will incur a minimum order fee of $15.00.
  - ➢ Minimum Order Fee does not apply to standing orders.
  - ➢ Cylinder use fees count toward minimum order amount of $25.00.
- Account Codes
  - ➢ Account codes are based on the item ordered on each line item.
  - ➢ Helpful links to help code items correctly:
    - o 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.
    - o OP 63.10 Property Controlled but Not Capitalized provides guidance for determining if an item is capitalized, controlled or expensed.
    - o Comptroller's Expenditure Manual Search engine for account codes. Provides description of what is allowed to be purchased using the account code.

- Standing Order Requisitions FOAP Allocation (Multiple FOAPs)
  - ➢ Standing Order Requisitions containing several FOAP's (Fed Ex, etc.) intended for departmental allocation of cost/charges should be set-up as one FOAP to each line. Enabling accurate billing, payment, and adjustment through out the duration of the order.
    - o Create a new line item for each FOAP
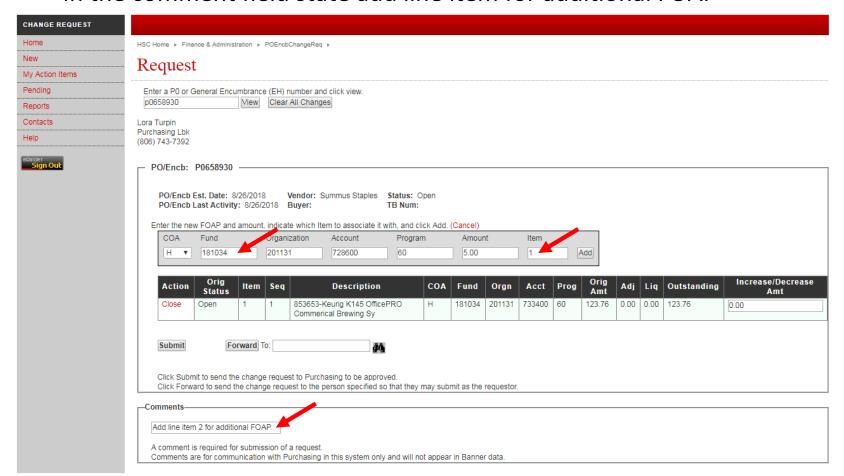   - o Select Line and Header FOAP Summary to edit each line FOAPAL information

Purchasing

Requisition	PR Approvals	PO Preview	Comments	Attachments	History

Summary	Shipping	Billing	**Line and Header FOAP Summary**	Supplier Info

Hide value descriptions

Line and Header FOAP Summary

These values apply to all lines unless specified by line item

Chart	Fund	Fund - Banner	Organization	Account	Account - Banner	Program	Activity	Activity - Banner	
H	181183-H	181183	201181-H	728600-H	728600	60-H	*no value*	*no value*	edit
Texas Tech Univ Health Sciences Ctr	Purchasing	Purchasing	Purchasing Lbk	OC Freight/Delivery Service	OC Freight/Delivery Service	Institutional Support			

copy to other lines

🔲 Funding Information values vary by line

For selected line items [Add to Favorites ▼] [Go]

Federal Express Corporation (Fedex) ⭐ more info...
PO Purchase Order 1
PO Box 660481, Dallas, TX 75266-0481 US

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	**Purchasing FedEx charges** 📄 more info...		1/LO	5.00	1 LO	5.00 USD	
	Funding Information (same as header)						edit

| 2 | **Accounts Payable Fed Ex Charges** 📄 more info... | | 1/LO | 5.00 | 1 LO | 5.00 USD | |

Funding Information
🔲 values have been overridden for this line

Chart	Fund	Fund - Banner	Organization	Account	Account - Banner	Program	Activity	Activity - Banner	
H	181034-H	181034	201131-H	728600-H	728600	60-H	*no value*	*no value*	edit
Texas Tech Univ Health Sciences Ctr	Payment Services	Payment Services	Payment Services Lbk	OC Freight/Delivery Service	OC Freight/Delivery Service	Institutional Support			

copy to other lines

| 3 | **Accounting Services Fed Ex Charge** 📄 more info... | | 1/EA | 5.00 | 1 EA | 5.00 USD | |

Funding Information
🔲 values have been overridden for this line

Chart	Fund	Fund - Banner	Organization	Account	Account - Banner	Program	Activity	Activity - Banner	
H	181021-H	181021	201111-H	728600-H	728600	60-H	*no value*	*no value*	edit
Texas Tech Univ Health Sciences Ctr	Accounting Srvcs	Accounting Srvcs	Accounting Services Lbk	OC Freight/Delivery Service	OC Freight/Delivery Service	Institutional Support			

copy to other lines

						Supplier subtotal	15.00 USD

o To add a line after the order has completed. Use the PO/Encumbrance Change Request System
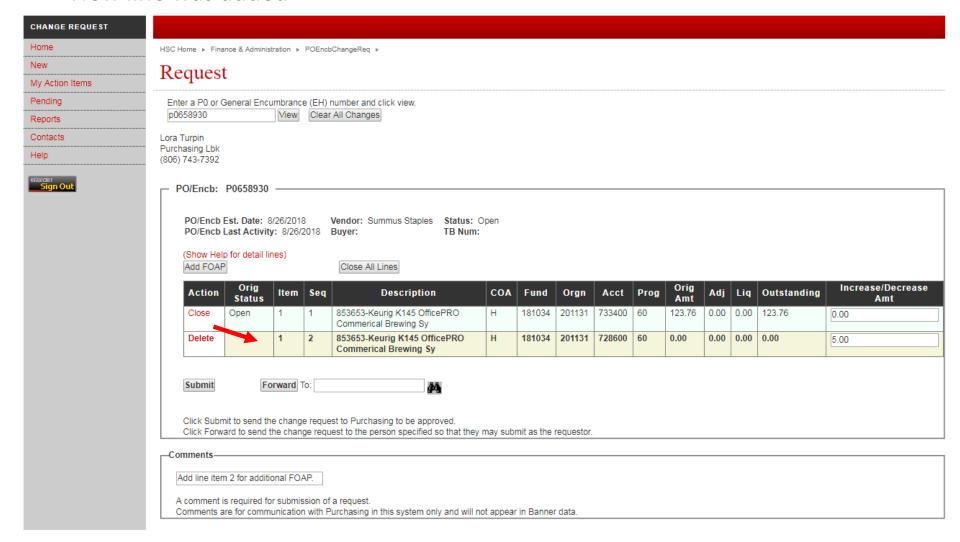- Click Add FOAP

Purchasing

- Enter FOAPAL information
- In the item column enter the last item number listed and click add
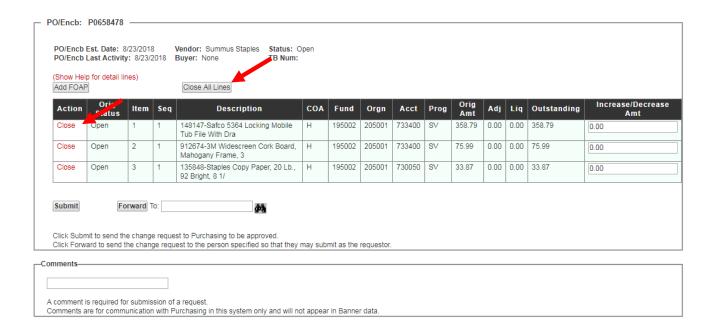- In the comment field state add line item for additional FOAP

Purchasing

- New line was added

- Closing Orders/Line Sequences using the Change Request System
  - ➢ To Close the complete order – click Close All Lines.
  - ➢ To Close an individual line – click close in the action column.

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- Federal Funds Changes
  - ➢ Implementation of Uniform Guidance for Procurement will begin 9/01/2018
  - ➢ Micro-purchase limits are changing to $10,000 (We are seeking to raise the threshold)
  - ➢ Sole Source and propriety purchases (no competitive process) requires negotiation of profit.
  - ➢ New TechBuy workflows for Federal Funds are being developed.
  - ➢ Procurement Standards Reference 2 CFR 200.318

➢ CFR Section 200.320 describes the five methods of procurements – (1) micro-purchase (less than to $10,000), (2) small purchase (less than $150,000), (3) sealed bids purchases (more than $150,000), (4) competitive proposal purchases(more than $150,000), and (5) Noncompetitive purchases (special circumstances which are applicable for all purchase levels).

➢ All five procurement types must comply with the Procurement Standards in section 200.318, which can be summarized generally as follows: (1) the purchase complies with the non-Federal entity's documented procedures in place, (2) purchases are necessary, (3) open competition (to the extent required by each method), (4) conflict of interest policy and (5) proper documentation for the purchases.

- **<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

- Updated OP 72.19
  - ➢ Swift Cards are to be issued and used for participant payments only.
  - ➢ Swift Cards are issued to departments with an expiration date.
    - o It is the responsibility of the department to request and activate cards in a timely manner.
    - o Cards returned with inadequate time for redistribution or cards expiring while still in the possession of the department incur a $2 processing charge that will be charged to the departments backup FOP which was supplied on the card request form.

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- Updated OP 72.03
  - ➤ Cash Awards, Prizes and Gifts to **employees** and **non-employees** in any amount are taxable. This includes non-tangible items such as meals, lodging, or tickets to theater or sporting events.
    - o Cash equivalent gift cards are prohibited
    - o Cash Awards, Prizes and Gifts to **employees** must be processed through **EOPS**
    - o Cash Awards, Prizes and Gifts to **non employees** must be processed through **Direct Pay**
  - ➤ Non-Cash Awards, Prizes and Gifts to **employees** are not taxable if under $100.00. This includes tangible items such as pins, pendants, plaques or non-cash certificates for a specific item such as a turkey or ham.
  - ➤ Gifts to Donors that exceed $600 must have the approval of VP for External Affairs or the President (or designee).

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- Updated Attachments/Forms
  - ➤ 72.03A – Taxability Decision Tree
  - ➤ 72.03B – Employee Non Cash Awards, Prizes and Gifts
  - ➤ 72.03C – Non-Employee Awards, Prizes and Gifts (New Form)
  - ➤ 72.03D – Substantiation of Donations and Sponsorships (Renamed from C to D)
- TechBuy Form Updates
  - ➤ On Friday, 8/24/2018, Direct Pay forms were updated.
  - ➤ Forms cannot be copied due to form changes.
  - ➤ Direct Pay orders created 8/24 or before that have not been submitted (still in user cart) will auto reject due to the most current form version was not used.

- ## Updated OP 72.15
  - ➤ The ultimate responsibility for this card remains with the fund manager or authorized reviewer/approver of the expense reports.
  - ➤ Abuse of the card, inadequate record keeping, or not responding to inquiries from the PCard review team will result in suspension or termination of the card.
  - ➤ When purchases of goods and services to a single vendor during a fiscal year will exceed $15,000 the PCard should not be used for payment

- ## Monthly Report Due Dates and Responses to Review Findings
  - ➤ Signed/Approved Expense Reports are due to the PCard Coordinators 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.

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- The Travel Checklist is a document to assist travelers with the travel requirements. The checklist will ensure the traveler completes the travel documents correctly and all required documents are obtained before submitting to travel.

  - ➢ Required Documentation
  - ➢ Limitations – Funding Sources
  - ➢ Pre-Approvals/Approvals
  - ➢ Responsibilities

- Registrations – The preferred method of payment for registrations is the PCard. If traveler is seeking reimbursement for registrations paid while at a conference, the preferred method is to seek Employee Reimbursements through the TechBuy Direct Pay Form.

- Meals/Entertainment - TTUHSC only reimburses the meal portion of any receipt submitted for a "Dinner Show" or other entertainment that includes a meal.

- Travel Card Responsibilities
  - ➢ State of Texas Citi Travel Card – TTUHSC OP 79.11
    - o Used <u>only</u> for TTUHSC business related travel charges - <u>not for personal use</u>.
    - o Application for the card includes a signed agreement acknowledging and understanding of the use of the Travel Card.
    - o Payment of all charges on the Travel Card are the <u>cardholder's responsibility</u>
    - o TTUHSC Travel Office may suspend cards used for non-TTUHSC business related charges.
    - o Misuse of the Travel Card may also result in disciplinary action up to and including termination

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Procurement Services Contacts:

Purchasing – Purchasing@ttuhsc.edu

Accounts Payable – Accounts.Payable@ttuhsc.edu

PCard – PCard@ttuhsc.edu

Travel – Travel@ttuhsc.edu