TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Procurement Services

Procurement Services

Quarterly Meeting

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Procurement Services

Agenda

- Year End Purchasing Guidelines
- Board of Regents Approval (BOR) Required
- Federal Funds Changes
- Purchase Order Reminders
  - Coding
  - Line item description
  - ICQ Check Box
  - Quotes
  - Standing Orders
- Change Order Reminders
  - Increases
  - Prior Year orders
- Informal Contracts and Solicitation Request
  - How to submit an informal contract
  - How to request a solicitation
- Home Depot
- Sam’s Club

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Agenda

- Payment Services
  - Year End Guidelines
  - Recurring Payments
  - Attaching Invoices in TechBuy
  - Direct Pay Reminders
- PCard
  - Ask Questions First – Then Use Card
  - Gifts
  - Card Closures Due to Fraud, Lost Card, Transferring Departments and Separation from TTUHSC
  - PCard Review Process
  - Monthly Report Due Dates and Responses to Review Findings
- Travel
  - Travel Home Page and Resources
  - Travel Check List and Travel Card Responsibilities
- Questions and Answer Period

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Year End Purchasing Guidelines

Year End Purchasing Guidelines

FY2018 funded orders:

Orders using FY 2018 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 5/28/2018 to ensure completion by year end. Non-Catalog TechBuy orders using FY 2018 funding not requiring bids must be submitted to Purchasing by 8/27/2018 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2018 funding must be submitted to the vendor by 8/31/2018 to ensure completion by year end.

Any order not completed by 8/31/2018 will be posted in September against FY 2019 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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Year End Purchasing Guidelines

FY2019 funded orders:

All FY 2019 orders must have an accounting date of 9/01/2018 or later.

Orders needing to be in place on 9/01/2018 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/04/2018.

No TechBuy punch-out orders using FY 2019 funding may be entered/submitted prior to 9/01/2018.

Renewal orders based on current FY2018 orders must be submitted to Purchasing by 7/09/2018 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 FY19.

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Year End Purchasing Guidelines

FY2018 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 7/31/2018.

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 7/31/2018 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2017 encumbrance open please contact Purchasing no later than 8/06/2018.

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BOR Approval Required

- Regents Rules require BOR approval be obtained prior to the execution of certain Contracts (See Regents Rules Chapter 07). Two items of particular importance.
  - Contracts in excess of $1 mil.
  - Renewals or amendments that increase the original value of an existing contract by 25% or more.

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Federal Funds Changes

- Implementation of Uniform Guidance for Procurement will begin 9/01/2018
  - Micro-purchase limits are changing to $3,500 (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

Federal Funds Changes

- CFR Section 200.320 describes the five methods of procurements – (1) micro-purchase (less than to $3,500), (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.

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Purchase Order Reminders

- Coding
  - Please make sure to code items correctly. There are workflows built based on account codes.
    - Chemicals
    - IT
  - Please reference the guidance documents below to assist in coding.
    - TechBuy Account Codes and Budget Pools 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.
    - Guidelines for Capitalized and Controlled Items provides guidance for determining if an item is capitalized, controlled or expensed.

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Purchase Order Reminders

- Line Item description
  - Purchase order line descriptions should be descriptive and provide explanation of the item/services being purchased.
- ICQ Checkbox
  - Non-Catalog forms that require an ICQ please click yes. This selection will route the order correctly to the tax office.

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Purchase Order Reminders

- Quotes
  - Quotes are required to be attached to all Federal Equipment, Non-Catalog and Standing (IDIQ) orders.
  - Quotes should show a breakdown of items being purchased. This will allow each item to be coded correctly.
  - If the items are being purchased under a GPO contract (DIR, BuyBoard, NJPA, etc.) the contract number must be listed on the quote.
- Standing Orders
  - Standing Orders should only be used when you are ordering indefinite delivery or indefinite quantity (IDIQ) of items or services.
  - When a standing order is being created the quantity will be 1 and the packaging (UOM) will be 1/LOT.

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Change Order Reminders

- Increases
  - Orders that have a quantity entered (1/ea., 2/ea., etc.) please verify the quantity equals the amount of the change when increasing an order.
    - Example: If an order is $2.00 @ 1/ea. we cannot increase it by $2.25. Please make additional notes in the change order when this type of increase occurs so Purchasing can take appropriate steps to increase the order.
- Prior Year Orders
  - Purchasing is unable to open prior year orders for payment once they have been closed.
  - Create a new non-catalog order in TechBuy.
    - In internal notes include prior year PO#, state it was closed in error and additional payment is due. (Certain funding sources may be prohibited.)

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Informal Contract Submission

- How to submit a contract to be signed.
  - Contracts ***directly*** associated with a TechBuy requisition should be attached to the requisition. The buyer will process the contract for signature and send the signed contract with the Purchase Order to the vendor.
  - Contracts ***NOT directly*** associated with a TechBuy requisition (such as Direct Pay or Pcard related agreements) should be submitted thru the contract application located on the TechBuy shopping home page in the announcement section.

Minor Purchasing Contract/Agreement Submission for *Signature*

In an effort to more efficiently execute and track contract documents not directly associated with a TechBuy requisition, Purchasing requests that you submit your purchase related contracts thru the below contract application link.

If the vendor's document contains legal terms and conditions, consider asking them to review and sign the TTUHSC standard addendum and submit along with the contract to Purchasing. This can expedite the approval process.

Link: TTUHSC Standard Addendum

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Solicitations

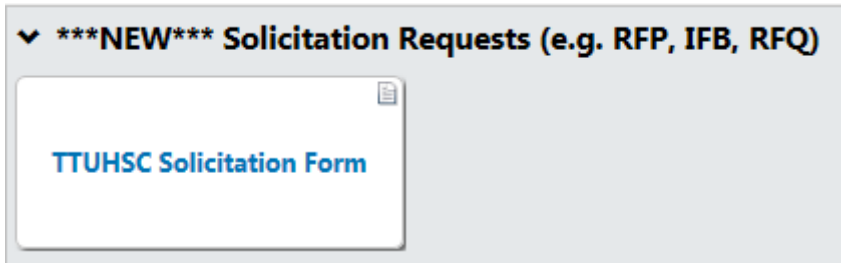
- How to request a solicitation.
  - Instructions are listed on the TechBuy Shopping Home Page in the announcements section.

****NEW** Steps to Requesting a Solicitation (e.g. Bid, RFP, RFI)**

Department submits a TechBuy Requisition on TTUHSC Solicitation Form.

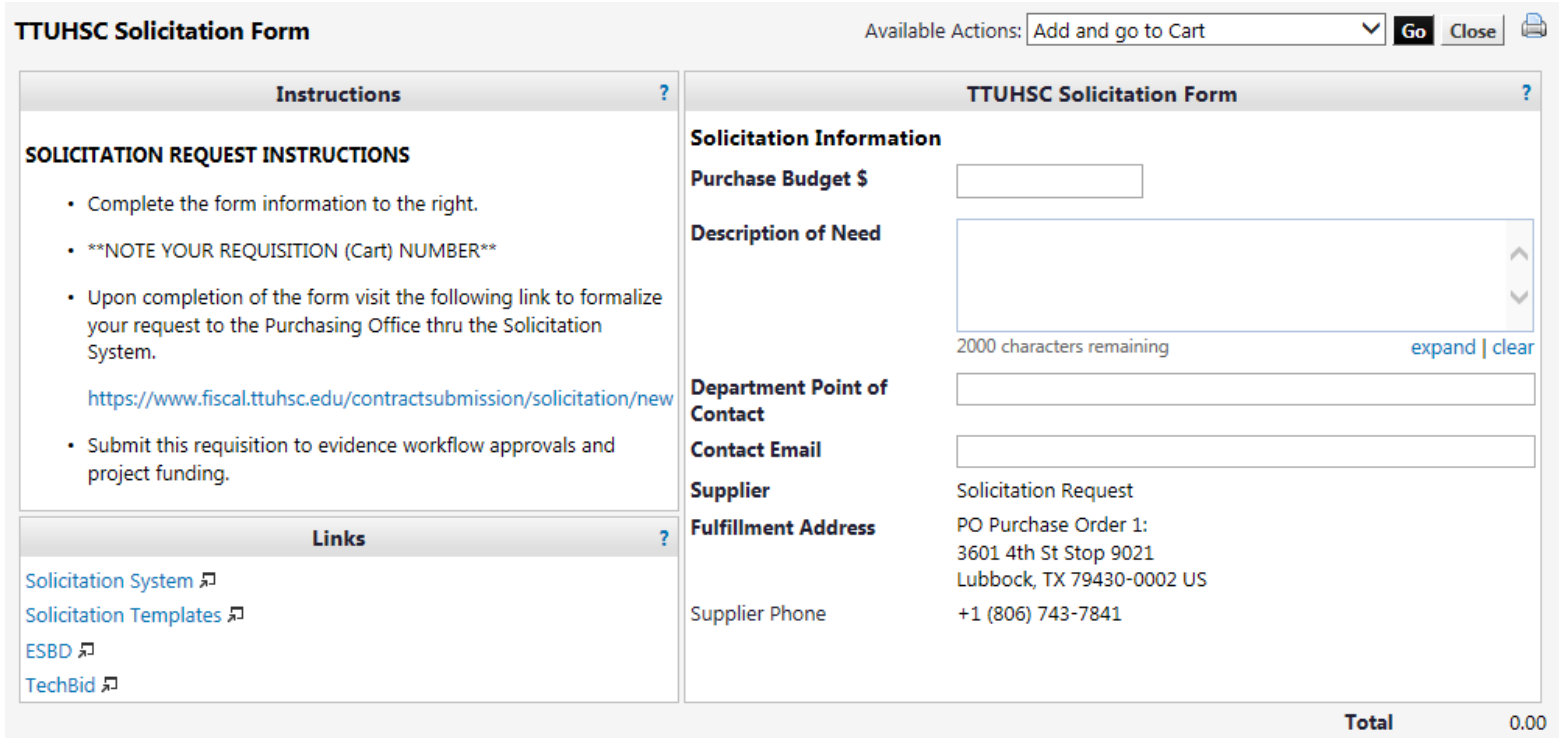
A.	Complete the Solicitation Form.
B.	**NOTE YOUR REQUISITION (Cart) NUMBER**
C.	Upon completion and submission of the solicitation form, visit the following link to formalize your request to the Purchasing Office. Solicitation Request Website

  - Select the TTUHSC Solicitation form on the TechBuy Shopping Home Page.



Solicitations

- Complete form and submit through the TechBuy System. The instructions are listed in the left hand side of the form. Please remember to note your requisition number when submitting this form.



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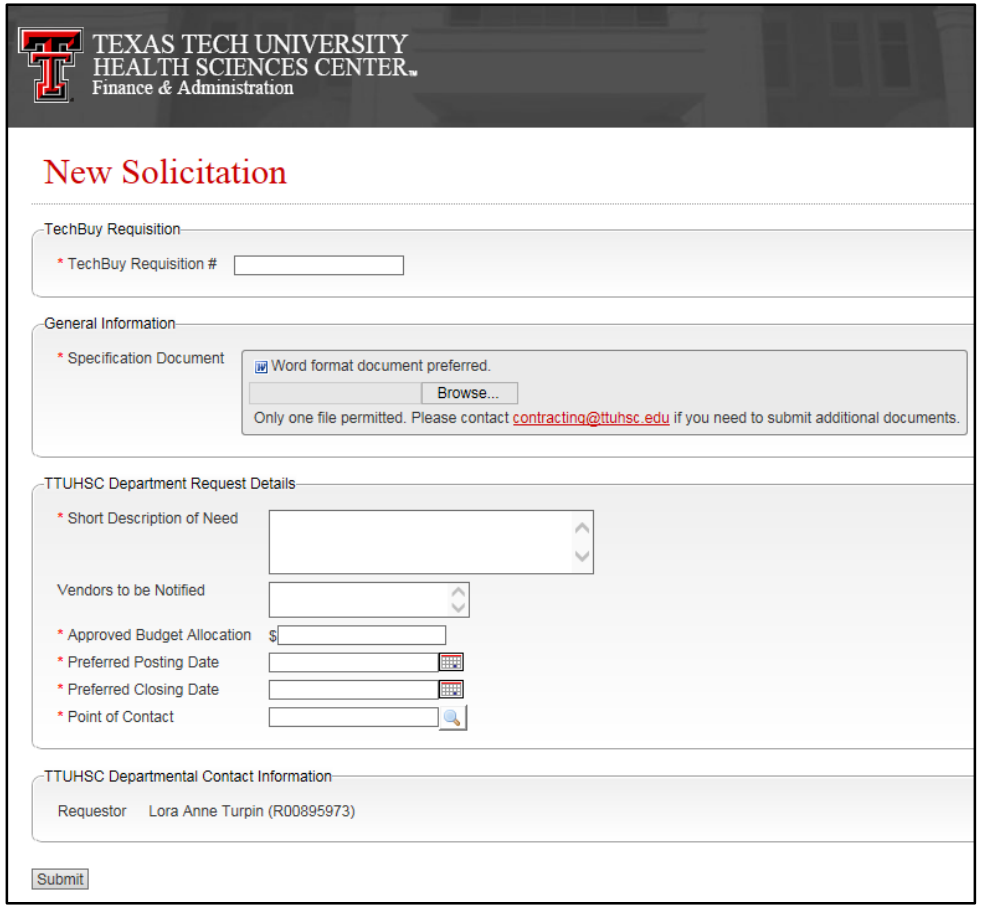
Solicitations

- Upon completion of the form visit the following link to formalize your request to the Purchasing Office thru the Solicitation System.
  - https://www.fiscal.ttuhsc.edu/contractsubmission/solicitation/new
- Complete the New Solicitation form and click submit.



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Home Depot/Sam's Club

- Home Depot
  - Free Shipping on orders over $150.00.
- Sam's Club
  - Vendor does not accept Purchase Orders.
  - Deviation is required prior to purchase.
  - TTUHSC Club Membership must be used.

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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

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Year End Payment Services Guidelines

- **Friday, August 24th** – Last day for FY 18 purchases to ensure posting by statement close date of 09/03/2018.
- **Friday, August 31st** – FY 18 Travel Applications due by 4:30 p.m.
- **Monday, September 3rd** – PCard Statement Close Date for August Transactions – Statement available Wednesday, September 5th.
- **Wednesday, September 5th** – PCard Statement available to print for August Transactions.
- **Friday, September 7th** – PCard allocations for August transactions must be completed by 12:00 p.m.
- **Friday, September 7th** – FY 18 Receiving Reports and Invoices due to Payment Services by 3:00 p.m.
- **Friday, September 7th** – FY 18 Travel Vouchers must be submitted and approved by the Travel Office by 4:30 p.m.

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Accounts Payable Reminders

- Recurring Purchase Orders
  - Please do not close Purchase Orders set up with recurring monthly payments unless you have confirmation from both Contracting and Accounts Payable verifying that all payments on the Purchase Order have been processed for the fiscal year.
- Attaching Invoices in TechBuy
  - If you receive an invoice from a vendor by email please include the email from the vendor when attaching the invoice in TechBuy. Please do not include documents that are already attached to the Purchase Order such as quotes - AP can access any documentation already in TechBuy if needed.

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Direct Pay Reminders

- Logos
  - Any order that includes a Logo must go through a Purchase Order to be routed to Communications & Marketing for approval.
- Official Functions, Business Meetings and Entertainment
  - Any TTUHSC event using TTUHSC (and related) names or images where alcohol is served, or any event where TTUHSC funds are used to purchase alcohol should have prior authorization to serve alcohol regardless of where the event is held. See TTUHSC OP 72.16 (Under Review – will be updated to include the above changes sometime after May 31, 2018).

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PCard Reminders

- Ask Questions First – Then Use Card
  - ➢ Is the purchase allowable on the intended funding source?
    - o Restricted funds have a limited use.
    - o Review the PCard Checklist for prohibited purchases, categories that need additional documentation or approvals and permitted purchases.
  - ➢ Is the purchase something that should or could be purchased through TechBuy?
    - o If so, have you requested approval from Purchasing?
  - ➢ If you still have questions contact pcard@ttuhsc.edu.

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PCard Reminders

- Notify Pcard@ttuhsc.edu when any of the following occur:
  - Card Closures due to Fraud or Lost Card
  - Transferring between TTUHSC Departments or Separation from TTUHSC
    - PCard Office must close card
    - Transferring Staff must re-apply for PCard if needed in new department.
- Timely Remittance of Monthly Reports
  - Expense reports with proper documentation and signatures are due to the Payment Services PCard Coordinator for review **by the last business day of the month.**
  - If not received by the due date and/or if required documentation is missing and not provided in a timely manner, the card will be suspended.

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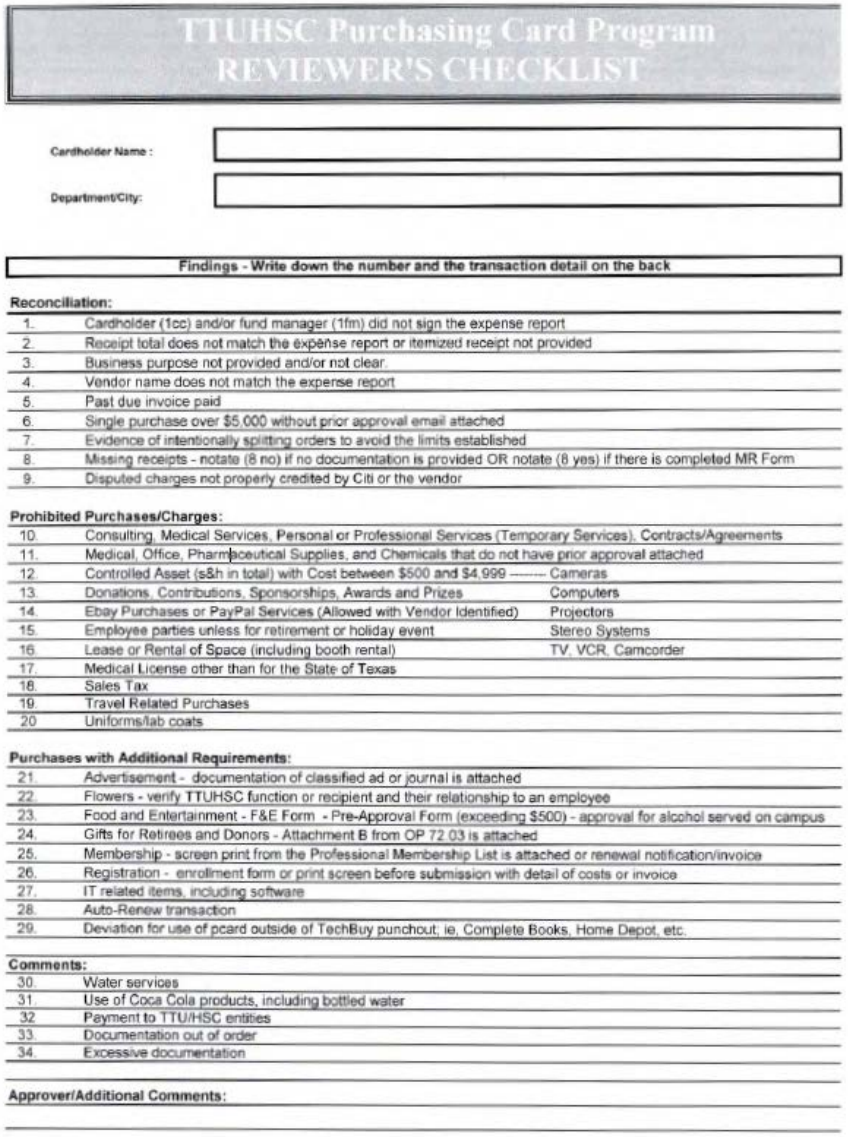
PCard Review

It is critical that all PCard transactions are reviewed for proper documentation and validity by the authorized signer of the monthly expense report. The authorized signer is affirming that all charges are valid and proper.



TTUHSC Purchasing Card Program
REVIEWER'S CHECKLIST

Cardholder Name :

Department/City:

Findings - Write down the number and the transaction detail on the back

Reconciliation:

1. Cardholder (1cc) and/or fund manager (1fm) did not sign the expense report
2. Receipt total does not match the expense report or itemized receipt not provided
3. Business purpose not provided and/or not clear.
4. Vendor name does not match the expense report
5. Past due invoice paid
6. Single purchase over $5,000 without prior approval email attached
7. Evidence of intentionally splitting orders to avoid the limits established
8. Missing receipts - notate (8 no) if no documentation is provided OR notate (8 yes) if there is completed MR Form
9. Disputed charges not properly credited by Citi or the vendor

Prohibited Purchases/Charges:

10. Consulting, Medical Services, Personal or Professional Services (Temporary Services), Contracts/Agreements
11. Medical, Office, Pharmaceutical Supplies, and Chemicals that do not have prior approval attached
12. Controlled Asset (s&h in total) with Cost between $500 and $4,999 ——— Cameras
13. Donations, Contributions, Sponsorships, Awards and Prizes — Computers
14. Ebay Purchases or PayPal Services (Allowed with Vendor Identified) — Projectors
15. Employee parties unless for retirement or holiday event — Stereo Systems
16. Lease or Rental of Space (including booth rental) — TV, VCR, Camcorder
17. Medical License other than for the State of Texas
18. Sales Tax
19. Travel Related Purchases
20. Uniforms/lab coats

Purchases with Additional Requirements:

21. Advertisement - documentation of classified ad or journal is attached
22. Flowers - verify TTUHSC function or recipient and their relationship to an employee
23. Food and Entertainment - F&E Form - Pre-Approval Form (exceeding $500) - approval for alcohol served on campus
24. Gifts for Retirees and Donors - Attachment B from OP 72.03 is attached
25. Membership - screen print from the Professional Membership List is attached or renewal notification/invoice
26. Registration - enrollment form or print screen before submission with detail of costs or invoice
27. IT related items, including software
28. Auto-Renew transaction
29. Deviation for use of pcard outside of TechBuy punchout; ie, Complete Books, Home Depot, etc.

Comments:

30. Water services
31. Use of Coca Cola products, including bottled water
32. Payment to TTU/HSC entities
33. Documentation out of order
34. Excessive documentation

Approver/Additional Comments:

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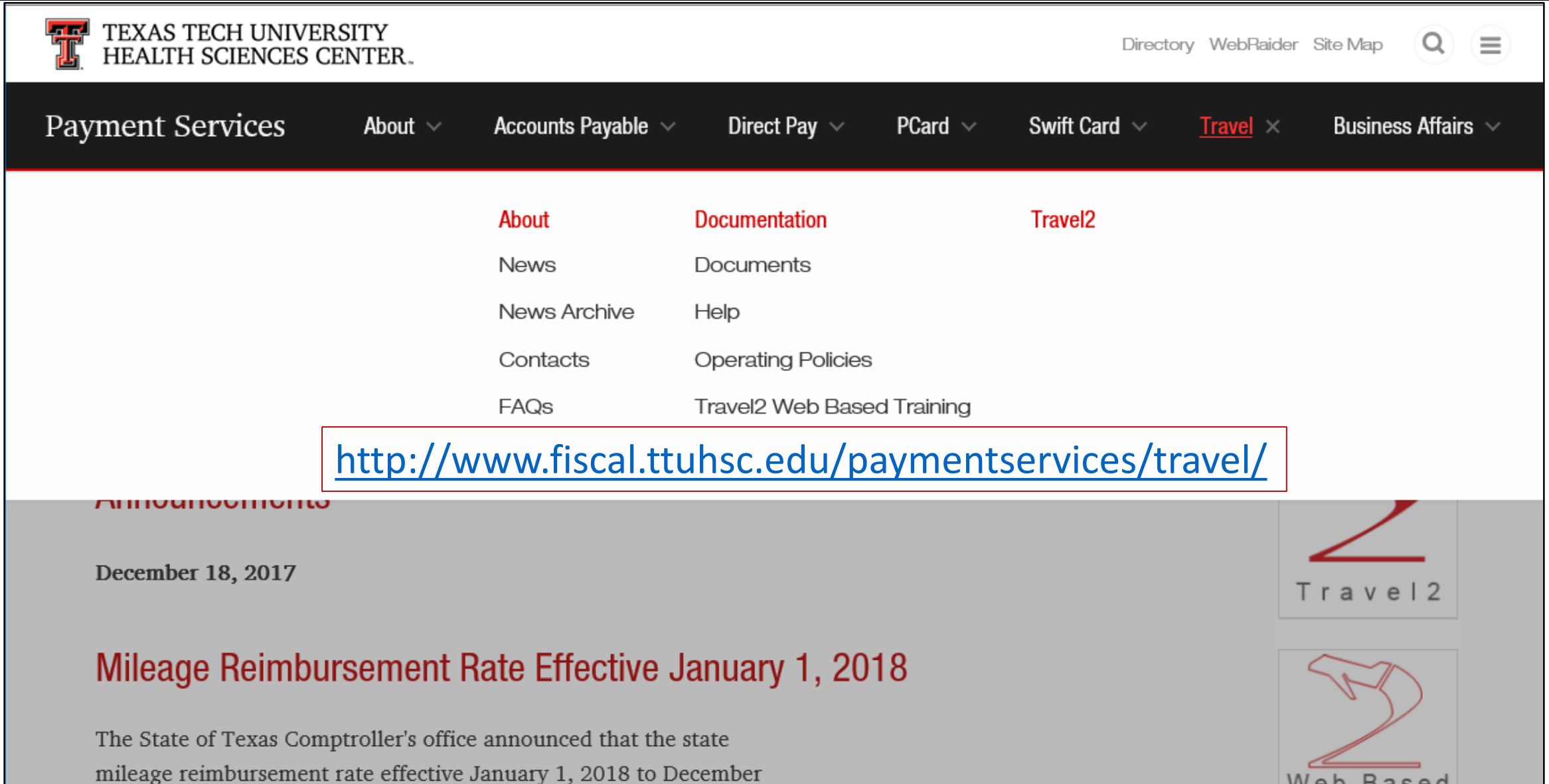
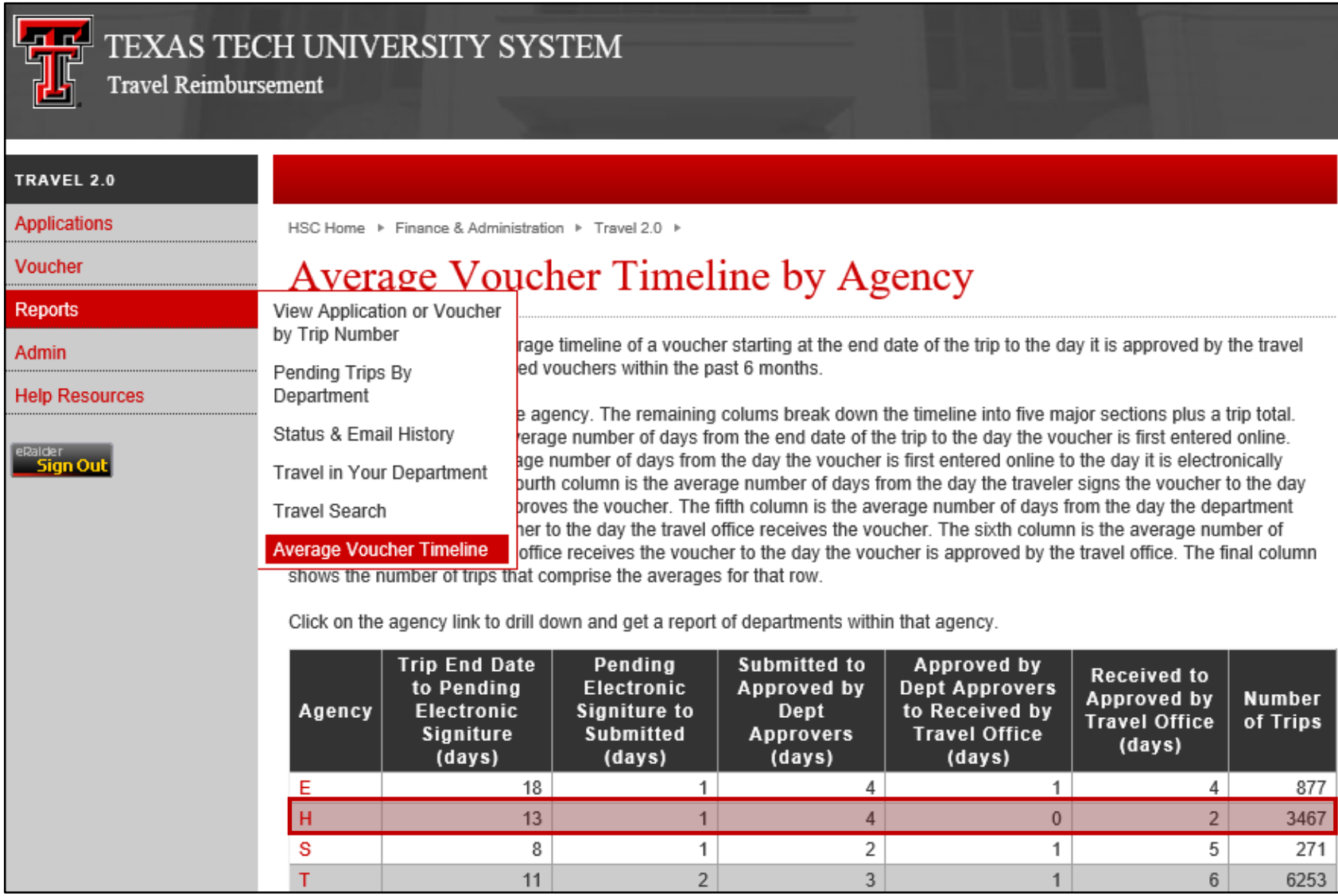
Travel – Home Page



Travel – Reports

- Reports
  - ➢ Average Voucher Time – Last Six Months
    - o Available from the Travel2 System Home Page
    - o Shows how many days your travel voucher will be processed after it is received by the Travel Office



Agency	Trip End Date to Pending Electronic Signiture (days)	Pending Electronic Signiture to Submitted (days)	Submitted to Approved by Dept Approvers (days)	Approved by Dept Approvers to Received by Travel Office (days)	Received to Approved by Travel Office (days)	Number of Trips
E	18	1	4	1	4	877
H	13	1	4	0	2	3467
S	8	1	2	1	5	271
T	11	2	3	1	6	6253

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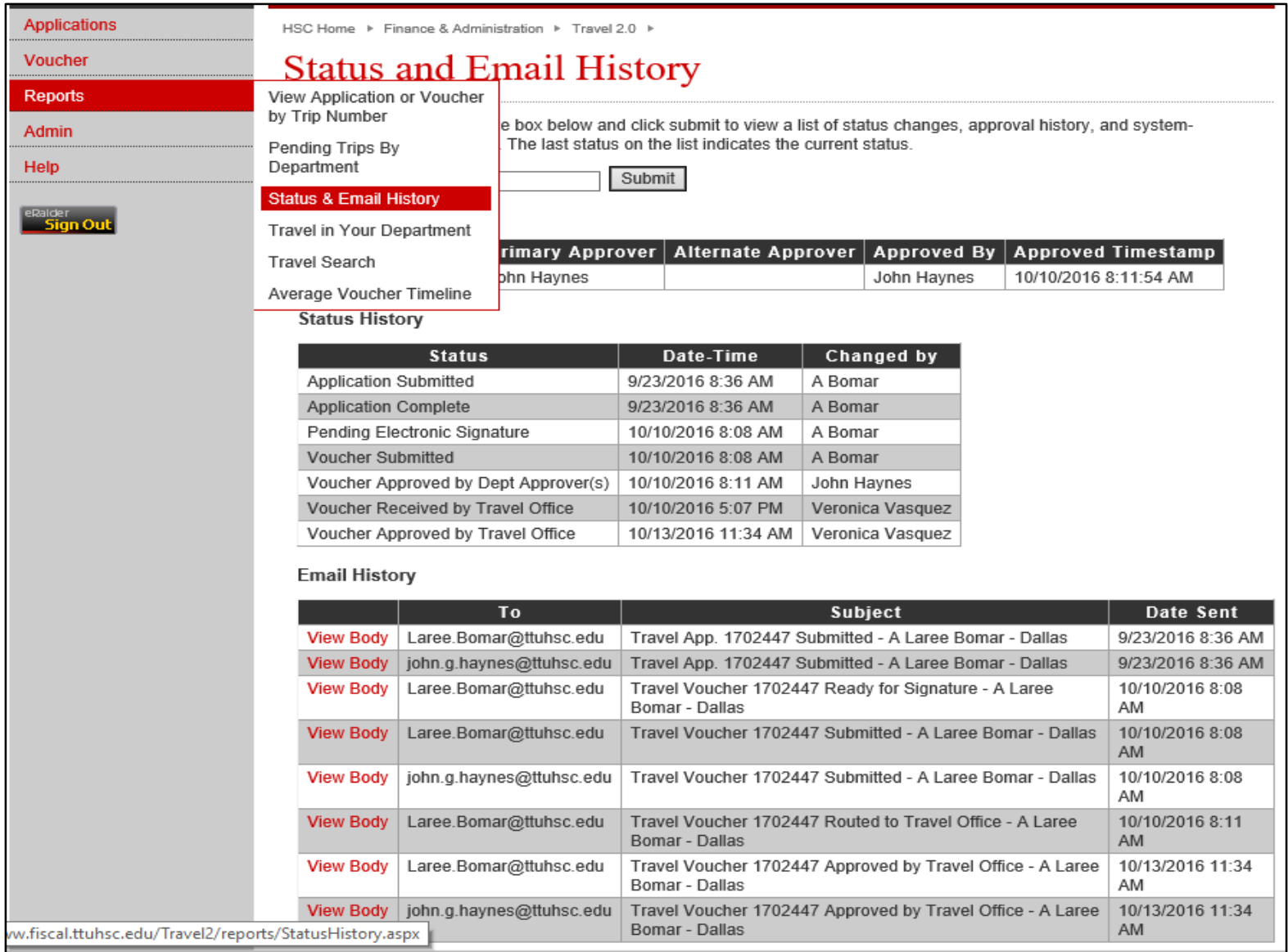
Travel - Reports

- Status and Email History
  - Available from the Travel2 System Home Page
  - Time stamp of each step of the application and voucher
  - History of all emails concerning the application and voucher



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Travel Reminders

- BTA Cancellations – TTUHSC OP 79.05 Update
  - Updated requirements for cancellations of airfare purchased through the BTA process:
    - Cancelled BTA airline tickets must be expensed to a local funding source.
    - Departments are responsible to ensure cancelled BTA airline tickets are only used for future TTUHSC business travel, refunded by the BTA travel agency or reimbursed by the traveler.
  - When flying on funds from previously cancelled flights, provide itinerary and proof of payment from original flights as well as the flight used on trip with voucher.

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Travel Reminders

- Uber or Lyft Receipts
  - Save and attach the email to the voucher. The email verifies dates, location and method of payment.
- Credit Card or Bank Statements
  - When submitting as proof of payment, redact any account number information, including the string of numbers across the top of the statement.

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Travel Card Agreement

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

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Travel Checklist

- 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

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Travel 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.

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Travel Checklist

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.

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.

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Travel Checklist

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
    Itemization of charges
    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 Checklist

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.

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Travel Checklist

RENTAL CAR

- ☐ Final receipt from Rental Car agency required (estimated charges or rental agreements are not acceptable) and must verify the following information:
  - ✥ Name of Driver
    Pick up/drop off locations and dates
    Contract Vendor was utilized & contract rate amount
    Proof of Payment
- ☐ Avis, Budget, National, Enterprise and Hertz are the 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 incudes the necessary insurance.

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Travel Checklist

REGISTRATION FEES

- ☐ The PCard is the preferred method of payment for 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 state <u>when</u> 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.

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Travel Checklist

OTHER REQUIREMENTS

- ☐ Exceptions – If not using a state contracted travel service, the Exceptions to the Use of Contract Travel Services form must be included with a valid reason for the exception.
- ☐ 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 care 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 only local funds.
  - ❖ Remove the 6% Sales Tax for lodging in Texas
- ☐ Trip insurance of any kind is not reimbursable.
- ☐ Do not provide contract identifiers for the State of Texas to Non-Employees (Ex: Speakers, Students)
- ☐ It is your responsibility as a TTUHSC employee who travels to read and understand TTUHSC OP 79.06, detailing expense requirements.

Questions

Procurement Services Contacts:

Purchasing – Purchasing@ttuhsc.edu

Accounts Payable – Accounts.Payable@ttuhsc.edu

PCard – PCard@ttuhsc.edu

Travel – Travel@ttuhsc.edu