



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

Procurement Services

# Procurement Services

## Quarterly Meeting



**Business  
Affairs**

**Accounting**

**Application  
Development**

**Contracting**

**FSM**

**General  
Services**

**Parking**

**Payment  
Services**

**Property**

**Purchasing**

**SBS**

# Agenda

- Accounts Payable
  - Vendor Invoices
    - Notify [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu) when invoices are attached
    - Preferred document type PDF
  - Receiving
- Direct Pay
  - Employee Reimbursements
  - Student Reimbursements
- PCard
  - Allocations
- Travel
  - Airfare Receipts
  - Rental Car Rates
  - Additional Information

# Agenda

- Contracting
  - Initiating a Solicitation
- Purchase Order Reminders
  - Quotes
  - Errors
  - ICQ Process
  - Closing Orders/Line Sequences using the Change Request System
    - To Close
    - Add a Line
    - Increases
- Purchasing Email

# Accounts Payable

- Vendor Invoices
  - Attach vendor invoices through “Comments” on the related PO
    - Save Invoice as a PDF document
    - Name the file using the invoice number
    - Add [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu) as an email recipient
- Receiving
  - Complete Receiving as soon as goods are received or services are provided
  - Enter “Receipt Date” as the actual date the goods are received or the services are provided
  - Add a Comment to the PO that Receiving has been completed and add [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu) as an email recipient

# Direct Pay

- Employee Reimbursements
  - Required attachments are listed on the left side of employee reimbursement form.
  - Reimbursements that are over 60 days are taxable and cannot be processed through Direct Pay. Taxable reimbursements are processed through EOPS.
- Student Reimbursements
  - TTUHSC should limit the amount of reimbursements to students. Please try to find the best alternate process by talking to Procurement.

Instructions [?](#)

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**EMPLOYEE REIMBURSEMENTS**  
**LOCAL FUNDS ONLY**

**ACCOUNT CODE:**

- **720300** Registration Fees
- **720100** Membership Fees
- **721000** Accreditation/Certification/Exam Fees
- **721000** Professional License Fees
  
- **7L0402** F&E-Business Meetings
- **7L0600** F&E-Recruiting Expenses
  
- **7XXXXX** Use appropriate account

**Required Attachment(s)**

- Invoice(s), receipt(s), application or registration form(s), etc., (Documentation to substantiate the reimbursement).
- Membership dues-attach the screen print of the organization from the [Professional Societies List](#)
- [Food & Entertainment Substantiation Form](#) must be attached for F&E business meetings and recruiting expenses. Expenses that aggregate to \$500 or more for business meetings must have the [Pre-Approval Form](#)

**Documentation required when reimbursing an employee**

- Proof of payment by the employee such as cancelled check, bank or credit card statement.
- Signature of the employee's supervisor or a superior of the employee is required if the fund manager approving the reimbursement is not their immediate supervisor. Attach [Approval Form for Employee Reimbursement](#)

- Allocation of Expense

- Allocations can and should be completed in Citi as soon as two business days after the PCard transaction is completed with the vendor.
- PCard charges are uploaded to FOAP's in Banner approximately seven business days after the close of the monthly cycle. Allocations must be completed by noon on that date – no exceptions. Do not wait until the day of the upload!
- Prohibited purchases cannot be allocated on State Funds:

**Prohibited Purchases on State & Federal Funds:**

Funds 10XXXX, 11XXXX, 12XXXX, 21XXXX and 22XXXX

- Food and Entertainment Expenditures (including business meals)
- Flowers
- Promotional Items
- Membership Dues
- Account Codes that begin with “7 L”



- Airfare Receipts

- Submit all receipts for changed or cancelled flights so that the Travel Office can trace it back to the original payment/receipt
- Receipt or itinerary must include the following:
  - The name of the employee and airline
  - Ticket number
  - Class of transportation
  - Travel dates
  - Amount of the airfare
  - Origin and destination of each flight
  - Proof of payment

- Rental Car Rates

- Rental car identifier numbers need to be provided based on the rental car agency used.
- If not provided, employee may be liable to pay the additional cost over the contracted rates.

### TTUHSC Rental Car Rates

- **Avis** – Identifier - F999739
- **Budget** – Identifier - T184000
- **Enterprise/National** – Identifier -TX739, PIN TEX (If Prompted)
- **Hertz** – Discount or Promo Code - 2132223



# Travel

- Travelers should be familiar with State contract rates and what type of insurance is included.
  - Any additional insurance the employee chooses is considered a personal expense and will not be reimbursed.

**LDW** LDW (Loss/Damage Waiver or comprehensive), which covers all damage to the rental vehicle if it was rented under the state contract.

**Liability**, which covers persons and property outside the rental vehicle. The amount of this extended liability insurance is \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence; and \$100,000 property damage per occurrence.

- TTUHSC will reimburse up to a full size vehicle. If a larger vehicle is needed, please provide the business purpose validating the need of a larger vehicle (see next slide for rates).



## Rental Car Rates

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

- **Additional information**
  - If a special circumstance is encountered on a trip (e.g., flight cancelled due to weather which resulted in the traveler having to stay overnight incurring additional travel expenses), please provide additional information on the voucher that would be beneficial for the department and the reviewer to understand the additional charges.

# Initiating a Solicitation

- Circumstances
  - Exceeds [Formal Bid Limit](#) (>\$50,000)
  - No [TTUHSC Contract](#)
  - No [GPO / Coop Contract](#)
- Steps to Initiate (TechBuy Home Shop Page)

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### 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](#)

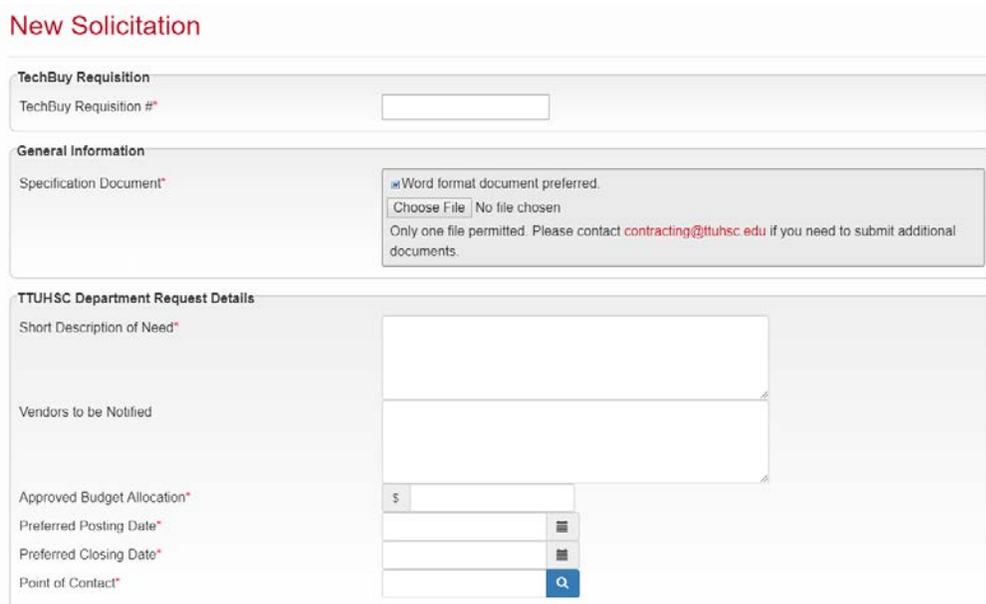
\*\*\*\*\*

# Initiating a Solicitation

- TechBuy Form



- Solicitation Request Website



A screenshot of a web form titled 'New Solicitation'. The form is organized into several sections:

- TechBuy Requisition:** A single text input field labeled 'TechBuy Requisition #'.
- General Information:** A section containing a 'Specification Document\*' field. It features a file upload button labeled 'Choose File' and a message: 'Word format document preferred. No file chosen. Only one file permitted. Please contact [contracting@ttuhsc.edu](mailto:contracting@ttuhsc.edu) if you need to submit additional documents.'
- TTUHSC Department Request Details:** A larger section with multiple input fields:
  - 'Short Description of Need\*': A large text area.
  - 'Vendors to be Notified': A text area.
  - 'Approved Budget Allocation\*': A field with a '\$' symbol and a search icon.
  - 'Preferred Posting Date\*': A date selection field with a calendar icon.
  - 'Preferred Closing Date\*': A date selection field with a calendar icon.
  - 'Point of Contact\*': A field with a search icon.

# Initiating a Solicitation

## New Solicitation

**TechBuy Requisition**  
TechBuy Requisition #\*

**General Information**  
Specification Document\*  Word format document preferred.  
Choose File No file chosen  
Only one file permitted. Please contact [contracting@ttuhsc.edu](mailto:contracting@ttuhsc.edu) if you need to submit additional documents.

**TTUHSC Department Request Details**  
Short Description of Need\*   
Vendors to be Notified   
Approved Budget Allocation\* \$   
Preferred Posting Date\*   
Preferred Closing Date\*   
Point of Contact\*

**TTUHSC Departmental Contact Information**  
Requestor Shawn C Olbeter (R00877535)

Requisition number from TechBuy Form.

Word file describing the Products and/or Services needed.

One sentence description of Products and/or Services.  
List of vendor names (and emails) to be notified.

Departmental contact to work with Purchasing on the solicitation.

# Initiating a Solicitation

- Notification

**Your Solicitation has been received in the Purchasing Office.**  
**The Solicitation Number is noted in the subject of this email for reference.**

A Purchasing Office Administrator is reviewing your request. You will be notified once the solicitation has been assigned to a Solicitation Manager to begin the document construction.

Please collect the following information in anticipation of next steps in the process.

A.	Specification or Statement of Work.
B.	Adequate and appropriate financial budget for product / services requested.
C.	<u>Three to Five</u> named Individuals to serve as proposal evaluators
D.	Email addresses of any preferred vendor contacts for notification of solicitation when published.
E.	<u>One</u> named point of contact to assist with specification development, approve final solicitation document, and provide response to vendor participant questions.

# Initiating a Solicitation

- Subsequent Steps
  - Drafting of Solicitation
  - Approval of Final Solicitation Document
  - Posting of Solicitation and Vendor Notification
  - Receipt of Vendor Proposals
  - Proposal Evaluation
    - Finalist Presentations (Optional Step)
  - Award Notification
  - TTUHSC Contract

# Purchase Order Reminders

- **Quotes**
  - Quotes should show a breakdown of items being purchased. This will allow each item to be coded correctly
  - Quotes are required to be attached to all Federal Equipment, Non-Catalog and Standing (IDIQ) orders
  - If the items are being purchased under a GPO contract (DIR, BuyBoard, NJPA, etc.) the contract number must be listed on the quote.
  - Quotes should be attached to each requisition for goods and services.
    - Internal Notes and Attachments – for internal users view only – will not send to vendor.
    - External Notes and Attachments – attachments will send to vendor.

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	<i>no note</i>	Note to all Suppliers	<i>no note</i>
Internal Attachments		Attachments for all suppliers	
<input type="button" value="Add Attachments"/>	<b>Size</b> <b>Attached on</b>	<input type="button" value="Add Attachments"/>	<b>Size</b> <b>Attached on</b>
Event Title	<i>no value</i>	PO Clauses	<a href="#">edit clauses...</a>

# Purchase Order Reminders

- Errors

- Requisition returned without a comment

- Check the History Tab

- Under “Note,” a reason is given for why requisition was returned:

- Insufficient budget

- User does not have authority

- Vendor ID

Available Actions

Records found: 7

Action	Field Name	From	To	Note
Step(s) Error	Automated task failure			
Message transmission to external system aborted.				
PO creation failed on external system	Number of retries: 5, retry interval: 240sec			[MSG-1004] Exception creating the PurchaseOrder object. Exception: PurchaseOrderProcessor: Excep... <a href="#">more...</a>
PO creation failed on external system	Number of retries: 5, retry interval: 240sec			[MSG-2000] ORA-20101: Header Record Errors, *ERROR* Vendor ID R11561714 is not valid as of 09-S... <a href="#">more...</a>
PO creation failed on external system	Number of retries: 5, retry interval: 240sec			[MSG-1004] Exception creating the PurchaseOrder object. Exception: PurchaseOrderProcessor: Excep... <a href="#">more...</a>
PO creation failed on external system	Number of retries: 5, retry interval: 240sec			[MSG-2000] ORA-20101: Header Record Errors, *ERROR* Vendor ID R11561714 is not valid as of 09-S... <a href="#">more...</a>
PO created (via System)				

# Purchase Order Reminders

- ICQ Process
  - 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

# Purchase Order Reminders

- A link to the ICQ has been added to the non-catalog form for convenience

Non-Catalog Form Available Actions: Add and go to Cart Go Close

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**Non-Catalog Purchase Form**

**Supplier**  
Enter Supplier   
or  
[Supplier Search](#) | [Enter Manually](#)

**Purchase Category**  
Purchase Category   
Form Type HSC Non-Catalog Form

**General Item Information**  
Catalog No.   
Quantity   
Packaging (UOM)   
Unit Price

**Description of Items or Services**  
  
254 characters remaining [expand](#) | [clear](#)

**Specifications/Long Text**  
  
2000 characters remaining [expand](#) | [clear](#)

**Shipping Information**  
 Shipping Cost Included in Line Item  
 Shipping is Prepaid and Will Be Added to Invoice

**Other Information**  
Prior Year PO Number   
**Independent Contractor Questionnaire (ICQ) Required/Attached**  Yes  No

**Sole Source or Proprietary Purchase Justification**  
Add form as an internal attachment to requisition. [Sole Source and Propriety Justification Form](#)

**Independent Contractor Questionnaire (ICQ)**  
Add form as an internal attachment to requisition. [Independent Contractor Questionnaire](#)

**Annotations:**  
- A yellow callout bubble labeled "New ICQ selection" points to the "Yes" radio button under "Independent Contractor Questionnaire (ICQ) Required/Attached".  
- A yellow callout bubble labeled "Link to ICQ" points to the "Independent Contractor Questionnaire" link under the "Independent Contractor Questionnaire (ICQ)" section.

# Purchase Order Reminders

- 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.

PO/Encl: P0658478

PO/Encl Est. Date: 8/23/2018 Vendor: Summus Staples Status: Open  
 PO/Encl Last Activity: 8/23/2018 Buyer: None B Num:

(Show Help for detail lines)

Action	Original Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	Outstanding	Increase/Decrease Amt
Close	Open	1	1	148147-Safco 5364 Locking Mobile Tub File With Dra	H	195002	205001	733400	SV	358.79	0.00	0.00	358.79	0.00
Close	Open	2	1	912674-3M Widescreen Cork Board, Mahogany Frame, 3	H	195002	205001	733400	SV	75.99	0.00	0.00	75.99	0.00
Close	Open	3	1	135848-Staples Copy Paper, 20 Lb., 92 Bright, 8 1/2	H	195002	205001	730050	SV	33.87	0.00	0.00	33.87	0.00

Forward To:

Click Submit to send the change request to Purchasing to be approved.  
 Click Forward to send the change request to the person specified so that they may submit as the requestor.

Comments

A comment is required for submission of a request.  
 Comments are for communication with Purchasing in this system only and will not appear in Banner data.



# Purchase Order Reminders

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

**CHANGE REQUEST**

[Home](#)

[New](#)

[My Action Items](#)

[Pending](#)

[Reports](#)

[Contacts](#)

[Help](#)

elbalderr  
**Sign Out**

HSC Home > Finance & Administration > POEncbChangeReq >

## Request

Enter a PO or General Encumbrance (EH) number and click view.

Lora Turpin  
Purchasing Lbk  
(806) 743-7392

PO/Encb: P0658930

PO/Encb Est. Date: 8/26/2018    Vendor: Summus Staples    Status: Open  
 PO/Encb Last Activity: 8/26/2018    Buyer:    TB Num:

(Show Help for detail lines)

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	Outstanding	Increase/Decrease Amt
Close	Open	1	1	853653-Keurig K145 OfficePRO Commerical Brewing Sy	H	181034	201131	733400	60	123.76	0.00	0.00	123.76	<input type="text" value="0.00"/>

    To:

Click Submit to send the change request to Purchasing to be approved.  
 Click Forward to send the change request to the person specified so that they may submit as the requestor.

**Comments**

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# Purchase Order Reminders

- 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

**CHANGE REQUEST**

[Home](#)

[New](#)

[My Action Items](#)

[Pending](#)

[Reports](#)

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[Help](#)

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eBaider  
**Sign Out**

HSC Home > Finance & Administration > POEncbChangeReq >

## Request

Enter a PO or General Encumbrance (EH) number and click view.

Lora Turpin  
 Purchasing Lbk  
 (806) 743-7392

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PO/Encb: P0658930

PO/Encb Est. Date: 8/26/2018    Vendor: Summus Staples    Status: Open  
 PO/Encb Last Activity: 8/26/2018    Buyer:    TB Num:

Enter the new FOAP and amount, indicate which Item to associate it with, and click Add. (Cancel)

COA	Fund	Organization	Account	Program	Amount	Item	
H	181034	201131	728600	60	5.00	1	<input type="button" value="Add"/>

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	Outstanding	Increase/Decrease Amt
Close	Open	1	1	853653-Keurig K145 OfficePRO Commerical Brewing Sy	H	181034	201131	733400	60	123.76	0.00	0.00	123.76	<input type="text" value="0.00"/>

    To:

Click Submit to send the change request to Purchasing to be approved.  
 Click Forward to send the change request to the person specified so that they may submit as the requestor.

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**Comments**

A comment is required for submission of a request.  
 Comments are for communication with Purchasing in this system only and will not appear in Banner data.



# Purchase Order Reminders

➤ New line was added

**CHANGE REQUEST**

[Home](#)

[New](#)

[My Action Items](#)

[Pending](#)

[Reports](#)

[Contacts](#)

[Help](#)

ePalder  
**Sign Out**

HSC Home > Finance & Administration > POEncbChangeReq >

## Request

Enter a PO or General Encumbrance (EH) number and click view.

Lora Turpin  
Purchasing Lbk  
(806) 743-7392

PO/Encb: P0658930

PO/Encb Est. Date: 8/26/2018    Vendor: Summus Staples    Status: Open  
 PO/Encb Last Activity: 8/26/2018    Buyer:    TB Num:

[\(Show Help for detail lines\)](#)       

Action	Orig Status	Item	Seq	Description	COA	Fund	Orgn	Acct	Prog	Orig Amt	Adj	Liq	Outstanding	Increase/Decrease Amt
Close	Open	1	1	853653-Keurig K145 OfficePRO Commerical Brewing Sy	H	181034	201131	733400	60	123.76	0.00	0.00	123.76	<input type="text" value="0.00"/>
Delete		1	2	853653-Keurig K145 OfficePRO Commerical Brewing Sy	H	181034	201131	728600	60	0.00	0.00	0.00	0.00	<input type="text" value="5.00"/>

    To:

Click Submit to send the change request to Purchasing to be approved.  
 Click Forward to send the change request to the person specified so that they may submit as the requestor.

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**Comments**

A comment is required for submission of a request.  
 Comments are for communication with Purchasing in this system only and will not appear in Banner data.

# Purchase Order Reminders

- Increase
  - 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

# 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](mailto:purchasing@ttuhsc.edu)

# Questions

## Procurement Services Contacts:

Purchasing – [Purchasing@ttuhsc.edu](mailto:Purchasing@ttuhsc.edu)

Accounts Payable – [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu)

PCard – [PCard@ttuhsc.edu](mailto:PCard@ttuhsc.edu)

Travel – [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu)