TEXAS TECH UNIVERSITY
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Procurement Services

- Travel
  - Travel Website - Popular Links
  - Travel Communication
- PCard
  - PCard Communication
  - Deviation Requests
  - Amazon Business
- Purchasing
  - TechBuy Access
  - TechBuy Common Error Messages
  - Handy Links
  - Split Funding at Line Level
  - Recruitment-Search Firm Contracts
- Questions

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Travel Website – Where to find answers regarding travel reimbursements?

The travel website displays a popular links section. This section contains links that end users can access to easily check the status of a travel voucher, how to apply for the travel card and instructions on many more items.

Examples:

Training Center
How to check the status history of the voucher
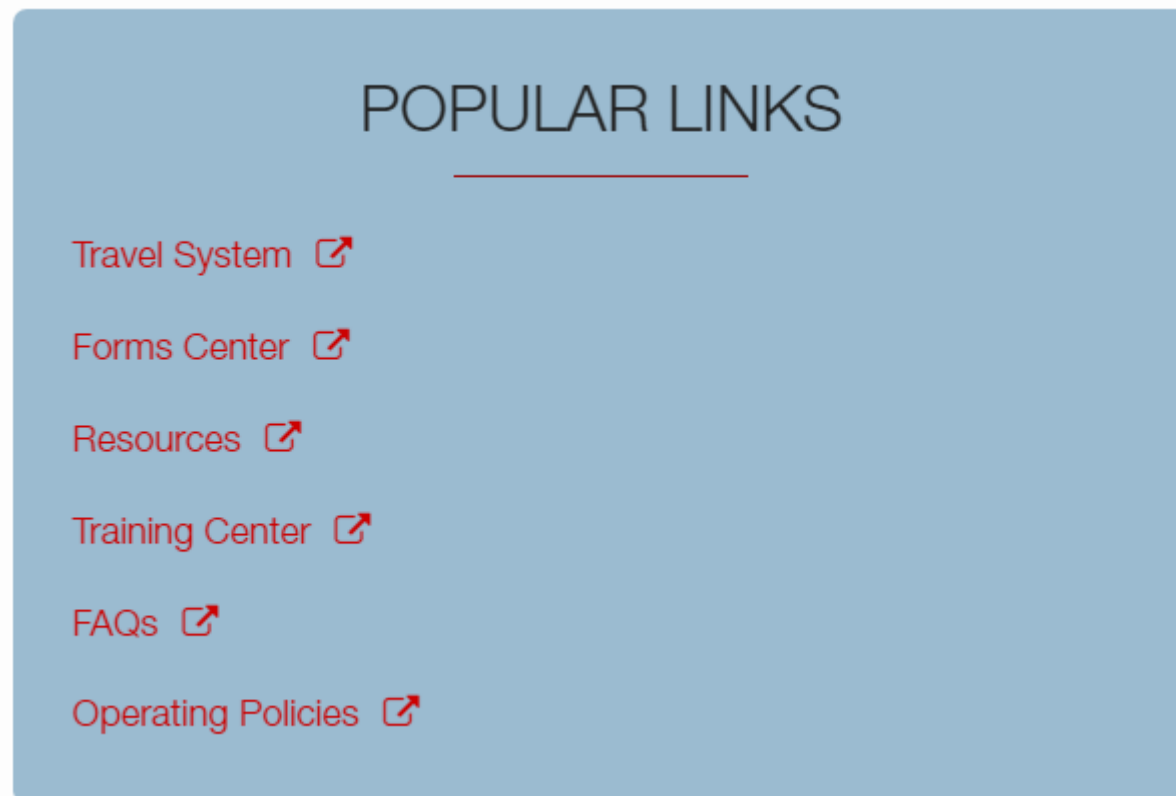How to review the travel payment history
How to apply for a Travel Card

Forms Center
Travel Card Agreement Form

Resources
Car Rental Contract Rates
GSA Federal Per Diem Rates

POPULAR LINKS

Travel System

Forms Center

Resources

Training Center

FAQs

Operating Policies

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Travel Communication

Communicating with Travel prior to the trip taking place is the key to ensure that there are no surprises or loss in the traveler's reimbursement when the traveler returns.

- Travel questions should be emailed to Travel@ttuhsc.edu. The Travel email box is monitored regularly.
- Emailing Travel staff directly could cause delays, as they could be out of the office.

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PCard Communication

The PCard team is here to help guide/assist you. If you are confused about something, need an increase, experiencing declines or have questions, please reach out to the PCard team for help. Don't wait for a past due notice to resolve the issue.

- PCard questions should be emailed to PCard@ttuhsc.edu. The PCard email box is monitored regularly.
- Emailing PCard staff directly could cause delays, as they could be out of the office.
- To request a temporary credit limit increase, email PCard@ttuhsc.edu and CC your fund manager. If you are the fund manager, copy your direct supervisor on the email request. Your request should include the approximate amount needed for the remainder of the cycle, as well as a brief description of what the funds will be used for.

Deviation Request

Follow the steps below when sending a deviation request:

- Verify the item(s) are not available to purchase through the punch-out.

- Provide the vendor's name.

- Provide the item(s) requested deviation.

- Provide the cost of item(s) and quantity to be ordered.

- Provide explanation for why the deviation is necessary.

Please send deviation requests to purchasing@ttuhsc.edu

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Amazon Business Account

- All Amazon purchases are to be made on the TTUHSC Amazon Business account.

- Purchases are to be made using a TTUHSC issued PCard

- Contact the PCard office to setup new users in Amazon Business.

- All standard Purchasing/PCard policies and approvals apply to Amazon purchases.

TechBuy Access

- TechBuy access is granted thru the TEAM application
https://banapps.texastech.edu/team/SelectApplication.aspx

- Access request must be made by Financial Managers.
Access Request>Financial Security Request

- Procurement cannot grant access to TechBuy

- TEAM app can show you who has purchasing authority on a FUND.
Reports>Financial Profile Access Report

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3 Common TechBuy Errors and Resolution
(Errors are visible on the history tab of the order)

- User does not have authority.- Change funds or add user via TEAM

- Insufficient budget for item 1,sequence 1, suspending transaction. – Submit a budget revision

- Header Record Errors, *ERROR* Vendor ID R00934037 is not valid as of 08-MAR-2023, - Contact vendor about hold. Wait for hold to be removed by State. Seek another vendor.

Handy Links

- Team App-https://banapps.texastech.edu/team/QuickLinks.aspx

- Team App Instruction-
http://www.fiscal.ttuhsc.edu/fsm/training_home.aspx?category=team

- Budget Revision System-
https://banapps.texastech.edu/ITIS/BD_BudgetRevision/

- Budget Revision Sys User Guide-
https://hscweb.ttuhsc.edu/budget/documents/instructions-
information/BRSUserGuidesep2020Update.pdf

- Training Center- http://www.fiscal.ttuhsc.edu/fsm/training_home.aspx

- Vendor Hold Search- https://fmcpa.cpa.state.tx.us/tpis/search.html

Funding TechBuy Orders

- Split funding on Order
  - Split at the line level- **Preferred Split is by Dollar**
  - Split by percentage *** Do Not Split Funding by %***
  - Splits by % are extremely difficult to modify and pay.

Recruitment and Search Firm Orders

TTUHSC Human Resources, and evaluation team members, have pre-vetted and qualified a list of approved firms to perform Recruitment and Search Assistance for departments through FY24. Our vendor selection offers a greater range of executive, academic, and other specialty area recruitments across many position types.

If your department requires a recruitment search vendor to place candidates for open roles, please reach out to Human Resources / Contracting for guidance at least sixty (60) days in advance to allow proper time to work with the selected agencies as a search contract might be required. Email *HRSearchFirm@ttuhsc.edu* / contracting@ttuhsc.edu to begin the search firm engagement process.

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Recruitment and Search Firm Orders

- Please consider the following steps when placing your search firm order:
- Enter the Techbuy system at http://techbuy.ttu.edu/
- From the home shop page, select the "HSC Non-Catalog Form"
- When completing the form and resulting cart be sure to include the following:
  - Human Resources position number (inserted in the catalog number field).
  - Vendor quote document in compliance with associated agreement.
  - Account code 725301 (recruiting services).
- Departments should carefully review available contracts prior to determining which firm to use. Each contract varies regarding the terms and conditions, particularly relating to payment and retention terms.
- Listed below are the current competitively awarded contracts.

Current list of Awarded Search Firm Contracts

➢ Academic Search, Inc.

➢ Adkisson Search Consultants, Inc.

➢ Alliance Search Management, Inc.

➢ AMN Leadership Solutions, Inc. and Merritt Hawkins **(Active CON3145111)**

➢ Anthem Executive Search, LLC **(Active CON3281896)**

➢ Arthur Marshall, Inc. - Arthur Marshall Physician Search

➢ CBIZ Benefits and Insurance Services, Inc./EFL Associates

➢ Diversified Search, LLC dba Grant Cooper and Associates LLC **(Active CON3470169)**

➢ Doctors Network & Associates, Inc. – DNA **(Active CON3137271)**

➢ Four G Corporation dba Another Source

➢ Goldfish Partners, LLC

➢ Hodges Partner, LLC

➢ Infojini, Inc.

➢ IPG Holdings, LLC dba Infinity Physician Resources dba Infinity Dental Resources dba Infinity Allied

➢ Isaacson Miller, Inc.

➢ Jackson Physician Search, LLC *(In Process CON3489958)*

➢ JGH Enterprises, Inc. dba Harris Search Associates

Current list of Awarded Search Firm Contracts

- Jordan Search Consultants dba Jordan Medical Consultants Inc **(Active CON3471516)**
- Kaye Bassman International Corporation **(Active CON3283661)**
- Kennedy Business Services dba ETS Recruit dba ETS OBGYN *(In Process CON3486289)*
- Korn Ferry International
- Lois L. Lindauer Searches
- Myers McRae, Inc.
- Parker Executive Search, LLC
- Recruiting Source International, LLC
- Resolute Consultants, LLC dba Healthcare
- Siter-Neubauer and Associates - Management Recruiters of Fort Worth - SW, LP
- Spirit Consulting, LLC
- St. Vincent DePaul Rehabilitation Services of Texas, Inc. dba Peak Performers
- Storbeck Pimentel and Associates, Inc. dba SP&A Executive Search
- The Medicus Firm, Inc. **(Active CON3486026**

- **<u>DO NOT</u>** hit "Reply" to system generated emails (i.e., emails that come from SciQuest). For example, an automated email requesting receiving on a Purchase Order.

- The email addresses for Purchasing SciQuest Support and SciQuest are *not* TTUHSC Purchasing email addresses.

- Instead of replying, please forward the email to the intended recipient.

- To reach TTUHSC Purchasing, please use the email address: purchasing@ttuhsc.edu.

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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

Chrome River – ChromeRiverHSC@ttuhsc.edu