



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Procurement Services

Procurement Services

Quarterly Meeting

07.13.21





Agenda

- Accounts Payable
 - Receiving
 - Returns/Credit Memos
- Direct Pay
 - Form Instructions
 - Employee Reimbursement
 - Water Services
 - Memberships
 - Account Code
- Travel
 - *Coming Soon* Chrome River Travel
 - Travel Dates
 - Business Purpose
 - Travel Reimbursement Direct Deposit Set-Up



Agenda

- Pcard
 - Chrome River Past Due Reports
 - Chrome River Delegates
 - PCard Account Number
 - Fraud
 - Special Events/Appreciate Holidays, OP 72.16
- Purchasing
 - Year End Purchasing Guidelines
 - Awards, Prizes, and Gifts
 - Promotional Items
 - HSC OP 57.01 section 3 (Promotional Items)
 - Uniforms
 - Order Distribution



Agenda

- Contracting
 - Informal Agreement
 - Formal Agreement
 - Solicitations
 - Expense Lease Process Guidelines
- Purchasing Email
 - Sciquest.com Emails
 - Correct mail: purchasing@ttuhsc.edu



Accounts Payable

Receiving

- Per OP72.10, departments must enter receiving information in TechBuy within 3 days after the goods are received or services are completed.
- Enter “Receipt Date” as the actual date the goods are received or the services are provided.
- Input invoice number into the notes section of receipt.

The screenshot displays the 'Summary' tab of a receipt in the TechBuy system. The receipt was created on 10/6/2020 at 2:35:38 PM via a manual source. It is linked to Purchase Order No. P0830796. The receipt name is 2020-10-06 MHD264 01. The receipt date is 10/6/2020, and the supplier is Alisco Inc. The receipt was received by Crystal Rodriguez-Harhan at the Texas Tech University Health Sciences Center. The receipt address is HSC Purchasing, 1874 Pine Street, ABILENE, TX 79601, United States. The carrier is 'Other'. The receipt lines table shows one line for 'STANDING ORDER FY21--Monthly Linens' with a quantity of 1. The previous receipts are 26630860 and 26667942. The line status is 'Received'.

Accounts Payable ▶ Receipts ▶ Search For Receipts ▶ Summary - Receipt 26668272

Receipt Create Date: 10/6/2020 2:35:38 PM
Source: Manual

Buttons: Delete, Add PO, Save Updates, Complete

Summary | Comments (0) | History

Exact Match: PO No. P0830796

Header Information

Receipt Name: 2020-10-06 MHD264 01

Receipt No. 10/6/2020
Packing Slip No.
Supplier Name: Alisco Inc
Received by: Crystal Rodriguez-Harhan (Texas Tech University Health Sciences Center)

Location:
RECEIPT ADDRESS: Contact Name HSC Purchasing, Phone +1 325-696-0573, Email misty.baron@ttuhsc.edu, Tx Tech University HSC, 1874 Pine Street, ABILENE, TX 79601, United States
Carrier: Other
Tracking No.
Flexible Text Field
Flexible Text Field 2
Flexible Drop Down
Attachments
Notes (1,000 Chars. Max)

DELIVERY

Receipt Lines

Line Details

Show Receipt Details: For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0830796	1	STANDING ORDER FY21--Monthly Linens		1	26630860 26667942	0		Received	Remove Line Receive & Return

Buttons: Delete, Add PO, Save Updates, Complete



Accounts Payable

Receiving - continued

- If goods are not received, lost, or damaged, please add a comment on the PO with documentation from the vendor. This will inform us that receiving is not required for that item.
- If there is an issue with shipping on a particular item, please add a comment on the PO with documentation from the vendor (if available). This will inform us that receiving cannot be completed and shipment has been delayed.

Returns/Credit Memos

- If goods have not been received or returned and the department is aware a credit is owed, the department should follow up until the credit is received and processed.



Direct Pay

Form Instructions

- All Direct Pay forms contain an instruction section on the left side of the form.
- Instructions include what is allowed to be submitted on the form, attachments required, account codes, and references to the OP's.
- Please review form instructions before submitting direct pay requisitions to eliminate delay.

Employee Reimbursement

- Proof of payment is required (cancelled check, credit card, or bank statement). These documents should be redacted before being attached in the TechBuy system.
- Only one expense per form should be submitted for employee reimbursements.
- Reimbursements should be submitted in a timely manner. After 60 days they become taxable and need to be processed through EOPS.



Direct Pay

Water Services

- Invoices are required to be attached to the requisition. Statements are not accepted without the corresponding invoices.

Memberships

- Professional Societies list showing the approved organization screen print is required to be attached to the membership form or employee reimbursement form.

Account Code

- Verify the account code is correct before submitting the requisition. The account code is provided in the instructions section on each form.



Travel

Chrome River Travel System *Coming Soon*

- The travel team is currently building and testing the upcoming travel system.
- More news coming soon.

Travel Dates

- Dates on the voucher should reflect the day the traveler departed and returned back to headquarters.

Business Purpose

- The purpose of the trip should indicate the use and benefit of the mission for the institution.
- Trip purposes not fully explained will result in the voucher being returned for correction.



Travel Reimbursement Direct Deposit Set Up

- Payroll and employee travel reimbursements are two separate forms of payment.
- To set up direct deposit for Travel Reimbursement, please follow the steps below:
 - Log into the WebRaider portal
 - Select Employee (left side of screen)
 - Under My Texas Tech Information column, click the *Update My Direct Deposit* link
 - Verify identity by voice call or text message
 - Click on the *Employee Reimbursement Account* tab
 - Update Bank Account Information and Save



Chrome River Past Due Reports

- The PCard office will contact you if you have past due reports. Please respond in a timely manner.
- The following steps will be taken if response has not been received:
 - 1st Contact – Deadline for Full Reconciliation
 - Email notification to the cardholder and delegate (if applicable) confirming past due expense reports and deadline for full reconciliation of overdue PCard transactions.
 - 2nd Contact – Account Suspension Date
 - Email notification of missed deadline to cardholder, delegate (if applicable), and supervisor with notification of account suspension date if past due transactions remain unreconciled.
 - 3rd Contact – Account Suspension
 - Email notification of account suspension to cardholder, delegate (if applicable), and supervisor.
 - The suspension will not be lifted until the PCard account is current and all past due transactions have been fully reconciled.



PCard Account Number

- Do not store your PCard information on any website or app.
- There have been card numbers stored in food apps and employees are having to submit reimbursement to TTUHSC.
- Do not use work email address when using Pcard.

Fraud

- If there is fraud on your card, Citibank will contact you directly. Please respond in a timely manner.

Special Events/Appreciation Holidays, OP 72.16

- Per OP 72.16, departmental parties and gifts for special events, such as Administrative Assistant's Day and Nurse's Appreciation Day, are not allowed and cannot be charged against institutional funds.



Purchasing

FY2021 Funded Orders:

Orders using FY2021 funding requiring a competitive solicitation must be submitted to Purchasing by 5/31/2021 to ensure completion by year end.

Non-Catalog TechBuy orders using FY2021 funding (not requiring competitive solicitation) must be submitted to Purchasing by 8/27/2021 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2021 funding must be submitted to the vendor by 8/31/2021 to ensure completion by year end.

Any order not completed by 8/31/2021 will be posted in September against FY2022 funding.



Purchasing

FY2022 Funded Orders:

All FY 2022 orders must have an accounting date of 9/01/2021 or later and can be submitted starting 05/03/2021.

Orders needing to be in placed on 9/01/2021 requiring a competitive solicitation must be submitted to Purchasing for processing by 06/04/2021.

No TechBuy punch-out orders using FY2022 funding may be entered/submitted prior to 9/01/2021.

Renewals based on existing FY2021 orders must be submitted to Purchasing by 7/06/2021 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, and multiyear bid awards for commodities.) To renew or extend there must be a renewal option available and the contract/agreement must be active/available in FY2022.



Purchasing

FY2021 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 7/30/2021.

The encumbrance roll process also rolls the 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 7/30/2021 requires action involving multiple departments, so if there is a legitimate business need to reestablish or keep the FY2020 encumbrance open, please contact Purchasing no later than 8/06/2021.



Purchasing

Awards, Prizes, and Gifts

Items being given out to specific individuals will require a **completed Awards, Prizes, and Gifts Form**. These items can include, but are not limited to:

- Awards, plaques, trophies
- Clothing, that is being gifted to individuals
- Chairs
- Gift boxes

Promotional items

Items given out on a first-come, first-serve basis, typically at an event or office, to promote organization, department, or institution. These items can include, but are not limited to:

- Pens
- Hand sanitizer
- T-shirts (that do not qualify as a gift or uniform)



Purchasing

HSC OP 57.01 Section 3 (Promotional Items)

To ensure that TTUHSC receives the best value, all faculty, staff, and students seeking to procure promotional items, awards, and giveaways must first contact TTUHSC Printing Center and obtain quotes.

- Quote can be requested by email at promoplace@ttuhsc.edu or by visiting www.promoplace.com/ttuhsc.
- Quotes from TTUHSC Printing Center must be attached to non-catalog requisition.
- This includes no-bids.
- Use of TTUHSC and TTU Logos will require review and approval by Marketing and Brand Strategy.
- This action takes time to complete.
- Take into consideration the timeframe that items are needed. Time is needed to create a mockup, submit the requisition, ask for and receive approvals, production, and delivery. Consider including an estimated date that items need to be in-hand.



Purchasing

Uniforms

- **Reminder**: Purchasing items such as t-shirts, jackets, or other items of clothing from the Spirit Shop and similar vendors are usually considered an Award, Prize or Gift. These types of purchases require an approval from Purchasing before the transaction is made.
- Items purchased to be worn by employees for events are considered uniforms. Uniforms are prohibited on the PCard, and also require an approval from Purchasing.
- Below are a few of the guidelines regarding the purchase of uniforms. Please click here for the entire guidance: [Guidelines for the Purchase of Uniforms](#)
 - State the name of the department and the location(s) covered by this guide.
 - State why it is essential that the employees of this department wear institutionally-provided clothing.
 - Identify the recipients of uniforms.
 - State the quantity and type of garments to be issued to each employee.
 - What identification markings are to be placed on the uniforms (patch, department, name, etc)?
 - How will the department keep track of the type and quantity of uniforms given to each employee?
 - How will the department store the uniforms that are returned upon an employee's separation from the institution?

If you have any questions, please contact pcard@ttuhsc.edu or purchasing@ttuhsc.edu.



Purchasing

Distribution:

Once a supplier is selected, the Distribution method will display. If you need the order distributed to the supplier in a different manner or to a specific representative, select the **Check this box to customize order distribution information.**

The screenshot shows a web form titled "Non-Catalog Form" with a sub-header "Non-Catalog Purchase Form". The form contains several sections: "Supplier" (1 PC Network Inc), "Fulfillment Address" (PO Purchase Order 1: (preferred), 2525 Ocean Blvd Apt 1f, Corona Del Mar, CA 92625-2824 US), "Supplier Phone" (+1 949-965-8499), "Distribution" (The system will distribute purchase orders using the method(s) indicated below:), and "Purchase Category". In the "Distribution" section, there is a checkbox labeled "Check this box to customize order distribution information." which is checked. A blue callout box with white text points to this checkbox, stating "Select Check this box to customize order distribution information". Below the checkbox, there are three radio button options: "Fax", "Email (HTML Body)", and "Manual". The "Fax" option is selected.

Select the desired distribution method and enter the appropriate information.



Contracting

- **Informal**

- Advertising, Hotel, PCard, Transactional, etc.

DIRECT PAY / PCARD

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](#)

REQUISITION

- Attach Contract Document to TechBuy Requisition
- Include Internal Note on Requisition "Attached Agreement Requires TTUHSC Signature"

Link - [Tool](#)

Link - [Addendum](#)



Contracting

- **Contracting**
 - Professional Services, Revenue, Lease, Affiliation, etc.



CONTRACTS

Access to online systems that allow users to submit, review, amend, and search for agreements.

- New Contract
- Amend Contract
- Search for Contract
- New Vendor Request



AR/BILLING

A section of the contracting system that provides support for Accounts Receivable and Contract Billing.

Contract AR/Billing



RESOURCES

A collection of resources to assist with contracting procedures and policies.

Templates and Guidance Documents

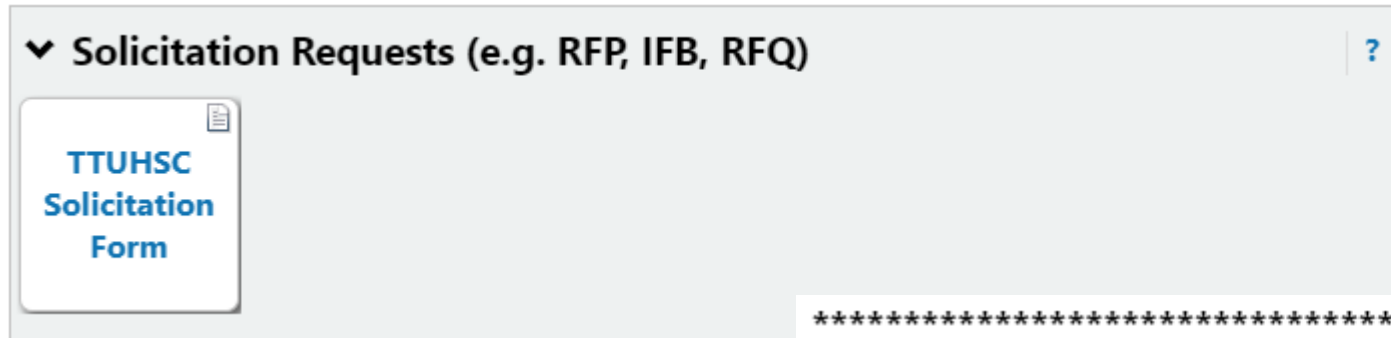
Link - [System](#)

Link - [Templates](#)



Contracting

- **Solicitations**
 - RFP, IFB, RFQ, RFI



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

Link - [Bid Limits](#)

Link - [Solicitation Form](#)

Link - [System](#)



Contracting

Expense Lease Process Guidelines

- Planning
 - Prior to soliciting or contracting for new leases or expansion to existing leases, Department must provide evidence that a written space submission has been approved by the Campus Space Committee in compliance with OP 61.21 Institutional Space Policy.
 - Approval from Campus Space Committee (compliance with OP 72.06 Institutional Space Policy).
 - Call Procurement Services.
 - Department is responsible for all costs associated with lease, including utilities, custodial services, moving costs, and operating costs.
 - Form Leasing Team.
- Acquisition
 - Direct Negotiation - TTUHSC has the authority to directly negotiate with other federal, state, and local government entities located in Texas.
 - Competitive Solicitation - In the majority of cases, a competitive Request for Proposal is the required vehicle to acquire leased space from a nongovernmental or private entity.
 - Sole Source Justification - In a few unique situations, TTUHSC may be afforded the option to defend the selection of a property through sole source justification.
- Lease Contract
 - Submission of lease contract to the [TTUHSC Contracting System](#).



Contracting

Expense Lease Process Guidelines Cont.

- Ongoing
 - TTUHSC Department assigns a location manager and lease contract manager to ensure ongoing best value outcomes for the Department and TTUHSC as an institution.
 - Establishing annual Techbuy PO's.
 - Issuing maintenance service orders.
- Expense Lease Process Guidelines Document
 - [Link](#)



Purchasing Email

- **DO NOT** 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.



Questions

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