



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Procurement Services

Procurement Services

Quarterly Meeting





Agenda

- Travel
 - Car Rental
 - Contract Identifiers
 - Optional Upgrades/Insurance
 - Meals
 - Itemized Receipts
 - Lost/Non-Itemized Receipts
 - Additional Expenses During Personal Travel
 - Guest Speaker/Non-Employee Travel
 - State Issued Travel Card
 - Direct Deposit
- Pcard
 - Expense Allocations
 - Expense Reports Due Date



Agenda

- Accounts Payable
 - Closing PO's
 - Non-Catalog/Standing Orders
 - Recurring
 - Receipt Reminders
- Direct Pay
 - Employee Reimbursements
 - Student Reimbursements
 - Vendor Deposits/Rentals
- Purchasing
 - Apple Care
 - Electric Heater
 - Account Code
 - Professional Services Account Code
 - Consumable Account Code



Agenda

- Purchase Order Reminders
 - ICQ
 - Quote
- IT Purchase
 - TechBuy Requisitions
 - Pcard Deviations
- Staples Vendor Show
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu



- Rental Car Rates

- Rental car identifier numbers need to be provided to the rental car agency's. 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 Rental Car State contract rates, what type of insurance is included and optional upgrades.

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.

- Any additional insurance the employee chooses is considered a personal expense and will not be reimbursed.
- TTUHSC will reimburse up to a full size vehicle. If larger vehicle is needed, please provide the business purpose for 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



Travel

- Meals

- Itemized meal receipts are required for full reimbursement.
- Maximum reimbursement for non-itemized or lost receipts is \$10.00 per day.

- Additional Expenses During Personal Travel

- Additional expenses incurred to accommodate personal travel while travelling for TTUHSC business are not reimbursable.



Travel

- **Guest Speaker/Non-Employee Travel**
 - Ensure travel expenses were not incurred on behalf of their employer/vendor.
 - Reimbursement should be to an individual only.
 - If expenses were incurred on behalf of their employer – the employer should produce an invoice for payment and payment should be processed through a purchase order.
- **State Issued Travel Card**
 - Should not be used within your designated headquarters.



- ## Direct Deposit

- Payroll Direct Deposit is separate from Travel set up.
- If Direct Deposit is the preferred reimbursement method, the traveler must set it up using the instructions below:
 - Log into the WebRaider portal
 - Select the HSC Employee Tab
 - Under My Texas Tech Information column, click the *Update My Direct Deposit* link
 - Verify identity by voice call or text message
 - Click on the *Student Refund / Employee Reimbursement Account* tab*
 - Change Bank Account Information and Save
 - **Please note** The Payroll tab should not be altered unless your banking information has changed and needs to be updated.



- 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”



PCard

- Expense Report Due Dates *****Important Message*****
 - Beginning in **JANUARY**, Expense Reports will be due 2 weeks after the cycle has closed.
 - For example:
 - If the last day of the cycle is on the 3rd - then allocations will be due on the 13th.
 - **Completed Expense Reports will be due to the PCard Office by the 17th of the month.**
 - Monthly PCard Updates with deadlines will still be emailed to cardholders and allocators every month.



Accounts Payable

- Closing PO's

- Non-Catalog/Standing Orders – Verify all invoices have been paid before closing a PO.
- Recurring – Contact AP before requesting to close a Recur PO.

- Receipt Reminders

- 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 reference the corresponding invoice number and receipt number. Add 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 alternate process by talking to Procurement to find the best method.

Instructions ?	
EMPLOYEE REIMBURSEMENTS LOCAL FUNDS ONLY	<u>Required Attachment(s)</u>
ACCOUNT CODE:	<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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	<u>Documentation required when reimbursing an employee</u>
	<ul style="list-style-type: none">• 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



Direct Pay

- Vendor Deposits/Rentals
 - Vendor Deposits/Rentals should be processed through purchasing on a non-catalog form.
 - Deposits can be submitted as an advanced pay



Purchasing

- Apple Care

- All Proof of Coverage will be sent out electronically to the End-User
- Please enter the person in charge of the Proof of Coverage for AppleCare products

Edit current shipping address...

Fields with * are Required

Contact Name *	Thi Bui
Phone	+1 (806) 743-1425
Email	thi.bui@ttuhsc.edu
Address Line 1	Tx Tech Univ HSC
Address Line 2	1400 COULTER ST
Rm/Building *	200A
City	AMARILLO
State	TX
Zip Code	79106
Country	United States

☐ Save this address for future use

Save Changes

Cancel



Purchasing

- Electric Portable Space Heater
 - Shall be energy efficient
 - 750 watt Maximum
 - 6 amps
 - 120 volts
 - Shall have redundant safety features built-in
 - Heat overload protection
 - Cool touch case that does not get hot even after extended operation
 - Tip over switch that immediately cuts the heat and fan if the heater tips



Purchasing

- Warranty/Certifications
 - Edison Testing Laboratories (ETL) Listed
 - Underwriters Laboratories (UL) Listed
- Previously Accepted TTUHSC portable space heater
 - Vornado VH202
- Contact Safety Services
 - <https://www.ttuhsc.edu/safety-services/contact.aspx>



Purchasing

- Account Code
 - Professional Service Account Code (725300)
 - Per Govt. Code 2254 is used for
 - Accounting
 - Architecture
 - Landscape architecture
 - Land Surveying
 - Medicine
 - Optometry
 - Professional Engineering
 - Real Estate appraising
 - Professional nursing



Purchasing

- Consumable Account Code (730000)
 - All items are not considered a consumable. Consumable item--Nondurable tangible personal property that is used to improve realty and, after being used once for its intended purpose, is completely used up or destroyed.
 - Staplers and Binders are not considered consumable
 - Pens, paper, stapler refills and note pads are consumable
 - [Comptroller's Expenditure Manual](#) Search engine for account codes. Provides description of what is allowed to be purchased using the account code.



Purchasing

- Report showing items that were coded as consumables.

Summus Staples	Logitech MK550 Optical Wireless Desktop Wave Keyboard and Laser Mouse Combo, E	\$58.99
Cuevas Distribution Inc	8% Hydrogen, 10% Carbon Dioxide Balance Nitrogen Certified Standard Gas Mixture,	\$262.29
Cuevas Distribution Inc	RNTFRR-X03NI82C2008011: Associated Cylinder Usage Charge	\$8.40
Summus Staples	ViewSonic VA1917a 19" Monitor	\$69.99
Summus Staples	simplehuman Swing Lid Trash Can, Black Plastic, 16 Gallon	\$65.99
Summus Staples	Staples Wireless Keyboard & Mouse Combo Set	\$22.99
Summus Staples	Plantronics Voyager Legend Bluetooth Headset	\$79.99
Summus Staples	Plantronics Voyager Legend Charge Case	\$26.99
Summus Staples	Westcott Stainless Steel Rulers, 12"	\$2.12
Summus Staples	Westcott Stainless Steel Rulers, 6"	\$1.89
Summus Staples	Softalk Coiled Phone Cord, Plug/Plug, 12ft. Black	\$3.94
Summus Staples	Westcott Preferred 7" Straight Scissors	\$1.71
Summus Staples	Kelly Viscoflex Oval Mouse Pad, Black, 3/4"H x 8"W x 8 1/2"D	\$11.90
Summus Staples	Learning Resources Digital Timer, Count Down/Up	\$10.69
Summus Staples	Mid-Back Black Mesh Executive Swivel Office Chair with Mesh Seat and Back and Hei	\$156.99
Summus Staples	Quartet Standard Combination Whiteboard/Cork Bulletin Board, Oak Finish Frame, 4	\$72.88
Summus Staples	Staples 4' High-Speed HDMI Cable, Black	\$5.99
Summus Staples	Quartet Dry-Erase Board, Shorty Marker Included, Assorted Color Frame, 8 1/2"W x 1	\$7.47



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.
<https://apps.afism.ttu.edu/independentContractors/> 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](#)

Non-Catalog Purchase Form

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

Purchase Category
Purchase Category
Form Type

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 points to the "Yes" radio button for "Independent Contractor Questionnaire (ICQ) Required/Attached" with the text "New ICQ selection".
- A yellow callout bubble points to the "Independent Contractor Questionnaire" link with the text "Link to ICQ".



Purchase Order Reminders

- ## Quotes

- Quotes should show a breakdown of items being purchased. This will allow each item to be coded correctly
- Quotes should include address, fax, email and phone number.
- Quotes are required to be attached to all Federal Equipment, Non-Catalog and Standing (IDIQ) orders
- If the items are being purchased under a COOP/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"/>		<input type="button" value="Add Attachments"/>	
Event Title	<i>no value</i>	PO Clauses	edit clauses...



IT Purchase

- Techbuy Requisitions

- All IT related purchases (Computers, Computer Hardware, Software, IT Services, etc.) are routing to the IT department for review and approval. Items that do not follow or meet IT requirements will be returned to the submitter for correction/modification. Within TechBuy, IT orders are routed based on several factors such as account code, vendor name, and purchasing category.
- Please make sure to code items correctly and select the correct purchasing category to avoid delay (e.g., toner/mouse pad should not be coded as computer equipment).
- If you have any questions or would like to check the status of an IT order please contact purchasing at purchasing@ttuhsc.edu.



IT Purchase

- Pcard Deviations
 - Computers, Computer Hardware, Software, IT Services, etc. deviations will be sent to Purchasing and forwarded to IT for approval.
 - IT Purchasing ITPurchasing@ttuhsc.edu



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Procurement Services

Staples Vendor Show





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



Questions

Procurement Services Contacts:

Purchasing – Purchasing@ttuhsc.edu

Accounts Payable – Accounts.Payable@ttuhsc.edu

PCard – PCard@ttuhsc.edu

Travel – Travel@ttuhsc.edu