



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Procurement Services

Procurement Services

Quarterly Meeting 03-26-2020



**Business
Affairs**

Accounting

**Application
Development**

Contracting

FSM

**General
Services**

Parking

**Payment
Services**

Property

Purchasing

SBS



Agenda

- Travel
 - Car Rental
 - State Contract Rates
 - Airfare Receipts
 - State Travel Card
 - Travel Agreement Form
 - Personal Information
 - Social Security numbers
 - Credit Card numbers
 - Voucher Signatures
 - Supervisor/Superior must sign
 - Email Link
 - Travel System
 - Voucher/Payment Status
 - Employee Direct Deposit Information Updates
 - SWABIZ
 - System Travel Emails (travel2@www.fiscal.ttuhscc.edu)



Agenda

- PCard
 - PCard Monthly Update Email
 - Expense Report Due Dates
 - Survey Monkey
 - Approved Heaters
- Payment Services
 - Receiving Reminders
- Purchasing
 - Bid Limit
 - DIR Purchases
 - Sole Source
 - Independent Contractor Questionnaire (ICQ)
 - IT Rules/Guidelines
 - New Shop Summus Site
 - Submitting Agreement/Contracts for Signature



Agenda

- Mandatory Online (ACME) Purchasing and Contract Training
- 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.
- Identifiers are for TTUHSC related travel and for use by TTUHSC employees only. Do not share or use outside of TTUHSC.

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

- **AirFare Receipts**

- Keep all original and changed airfare receipts
 - Travel has to validate the original form of payment

- **State Travel Card**

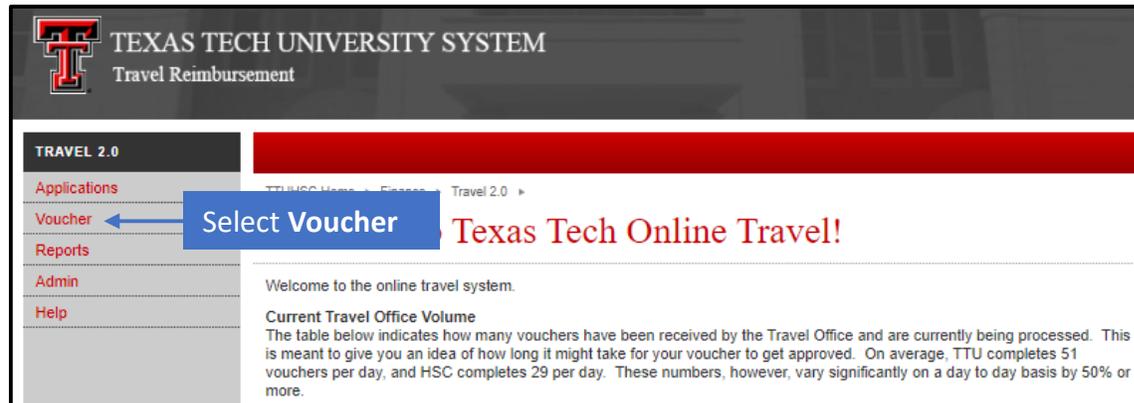
- Please read the travel agreement form
 - Key points:
 - All charges placed on the travel card are the cardholder's responsibility, including late fees.
 - Not a PCard

- **Personal Information**

- Social Security Numbers
 - Do not provide on mileage odometer log
- Credit Card Numbers
 - Redact credit card numbers on credit card statement before attaching to travel application/voucher

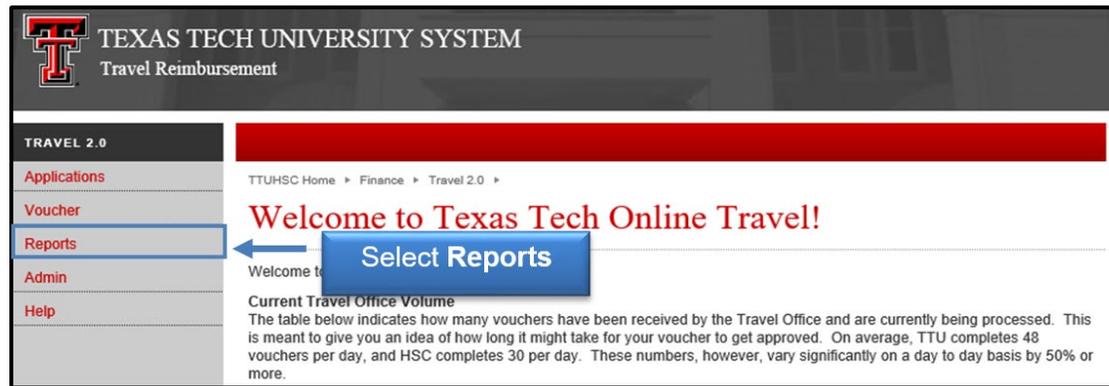
- Voucher Signatures

- Supervisor/Superior must sign voucher
- Two ways to sign vouchers:
 - Link received by Email
 - Travel System
 - Select Voucher, sign my voucher (employee), approve a voucher (supervisor)

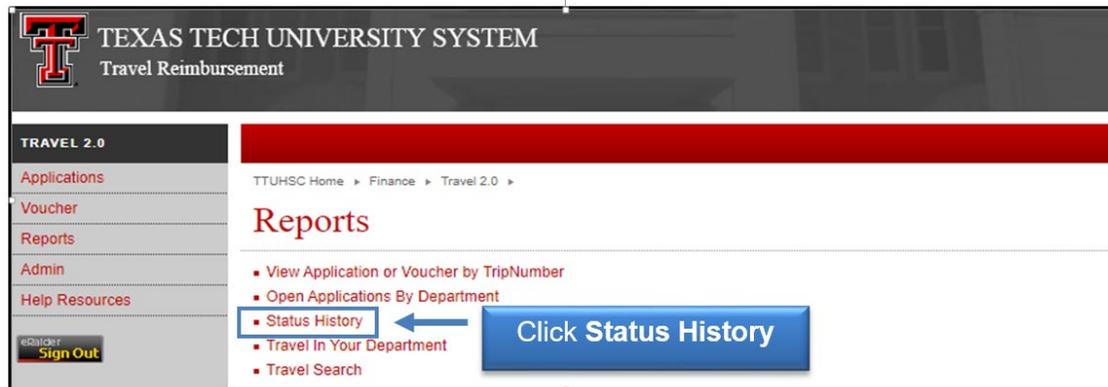


- Voucher Status

- Status of vouchers can be found in the travel system
 - Enter the travel system and select reports.



- Click status history





- Enter travel voucher number

TEXAS TECH UNIVERSITY SYSTEM
Travel Reimbursement

TRAVEL 2.0

Applications
Voucher
Reports
Admin
Help

Sign Out

Enter Travel Number

Status and Email History

Enter the travel number in the box below and click submit to view a list of status changes, approval history, and system-generated emails for the trip. The last status on the list indicates the current status.

Travel number: **Click Submit**

- The last status listed is the current status

TRAVEL 2.0

Applications
Voucher
Reports
Admin
Help

Sign Out

TTUHSC Home > Finance > Travel 2.0 >

Status and Email History

Enter the travel number in the box below and click submit to view a list of status changes, approval history, and system-generated emails for the trip. The last status on the list indicates the current status.

Travel number:

Approval History

Description	Primary Approver	Alternate Approver	Approved
Traveler's Supervisor	Carole Wardroup		Carole Ward

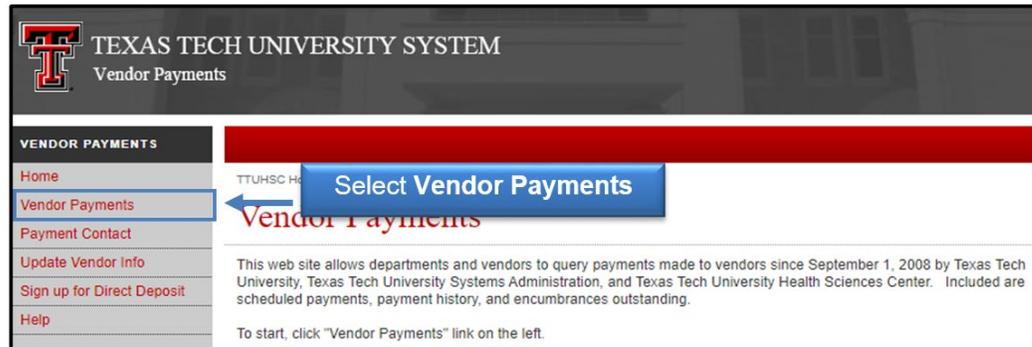
Status History

Status	Date-Time	Changed by
Application Submitted	7/16/2019 9:56 AM	Alexandra Galle
Advance Airfare Approved		Jo Anna Barela
Application Complete		Jo Anna Barela
Pending Electronic Signature		Alexandra Galle
Voucher Submitted		Alexandra Galle
Voucher Approved by Dept Approver(s)	10/22/2019 10:48 AM	Carole Wardroup
Voucher Received by Travel Office	10/22/2019 4:55 PM	Jo Anna Barela
Voucher Approved by Travel Office	10/24/2019 4:31 PM	Jo Anna Barela

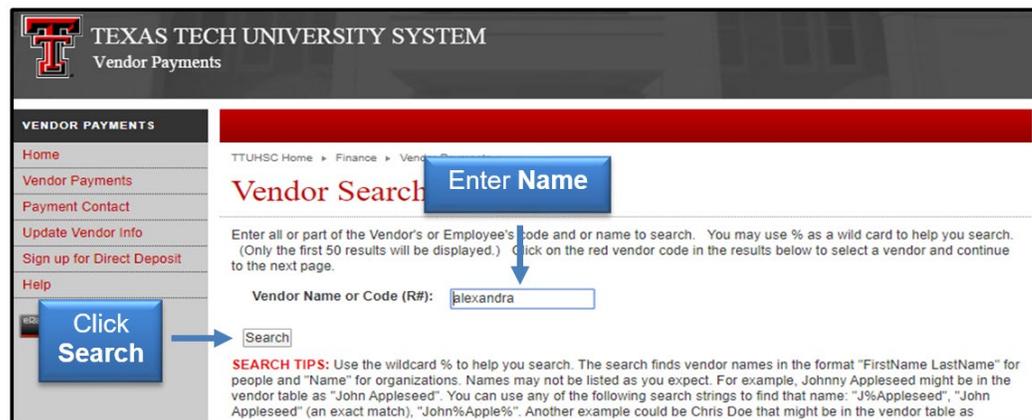
Last Status is Current Status

- **Payment Status**

- Status of payment can be found in the travel system
 - Enter the travel system and select vendor payments.



- Enter the travelers name or R#.





- Click on the Vendor Code (R#).

VENDOR PAYMENTS

Home
Vendor Payments
Payment Contact
Update Vendor Info
Sign up for Direct Deposit
Help

TTUHSC Home » Finance » Vendor Payments »

Vendor Search

Enter all or part of the Vendor's or Employee's code and/or name to search. You may use % as a wild card to help you search. (Only the first 50 results will be displayed.) Click on the red vendor code in the results below to select a vendor and continue to the next page.

Vendor Name or Code (R#):

SEARCH TIPS: Use the wildcard % to help you search. The search finds vendor names in the format "FirstName LastName" for people and "Name" for organizations. Names may not be listed as you expect. For example, Johnny Applesseed might be in the vendor table as "John Applesseed". You can use any of the following search strings to find that name: "J%Applesseed", "John Applesseed" (an exact match), "John%Apple%". Another example could be Chris Doe that might be in the vendor table as "Christopher Doe". You can search by "Christopher Doe" (exact match), "Chris%Doe", "C%Doe", etc. Also keep in mind that vendor names for people are LEGAL first and last names.

Name
R0

Click Vendor Code (R Number)

- To change dates: Enter Begin & End Date. Choose COA and click Update

TEXAS TECH UNIVERSITY SYSTEM
Vendor Payments

VENDOR PAYMENTS

Home
Vendor Payments
Payment Contact
Update Vendor Info
Sign up for Direct Deposit
Help

TTUHSC Home » Finance » Vendor Payments »

Vendor Payment Details

Vendor Code: Vendor Name: Alexandra

The following tables show schedule payments, payment history and encumbrance information for the fiscal year. To view payment information for a specific date range (defaults to Fiscal Year) and/or for a specific COA, enter a begin and end date and/or choose a COA and click update.

Begin Date: 09/01/2019 End Date: 12/31/2020 COA: All Update

Scheduled Payments

Invoice	Vendor	Address	Trans Date	Due Date	PO	Amount
No payments scheduled for this vendor.						

Payment History

Inv	Invoice	Invoice Date	PO	Inv Cancel Date	Check Cancel Date	Net Amount
1033	1033	11/02/2019				\$388.00
1033	1033	11/02/2019				\$485.75
						Total: \$873.75

Encumbrance Information

Encb	Trans Date	Type	Address	Cancel Date	Original Amt	Current Adj	Current Liq'd	Outstanding Amt
EV288734	11/02/2019	E			\$1,315.00	\$0.00	\$0.00	\$1,315.00
					Total: \$1,315.00	\$0.00	\$0.00	\$1,315.00

To change dates: Enter Begin Date & End Date, Choose COA, Click Update



Travel

- Payment information will be displayed.

VENDOR PAYMENTS

Home | Vendor Payments | Payment Contact | Update Vendor Info | Sign up for Direct Deposit | Help

TTUHSC Home > Finance > Vendor Payments >

Vendor Payment Details

Vendor Code: Vendor Name: Alexandra

Provides Travel ID for reference

Direct Deposit Checks begin with !

Invoice	Vend Inv	Address	Trans Date	Due Date	PO	Amount
No payments scheduled for this vendor.						

Payment History

Invoice	Vend Inv	Address	Check Number	Check Date	Cleared Date	PO	Inv Cancel Date	Check Cancel Date	Net Amount
I0332393	2007237A	3601 4th St Stop 6209 Lubbock, TX 79430-6209	I1123084	11/13/2019	11/14/2019				0
I0330353	2000209R	3601 4th St Stop 6209 Lubbock, TX 79430-6209	I1117805	10/24/2019	10/25/2019				5
Total:									\$873.75

Checks cleared by bank

Encumbrance Information

EnCb	Trans Date	Type	Address	Cancel Date	Original Amt	Current Adj	Current Liq'd	Outstanding Amt
EV288734	11/8/2019	E			\$1,315.00	\$0.00	\$0.00	\$1,315.00
Total:					\$1,315.00	\$0.00	\$0.00	\$1,315.00

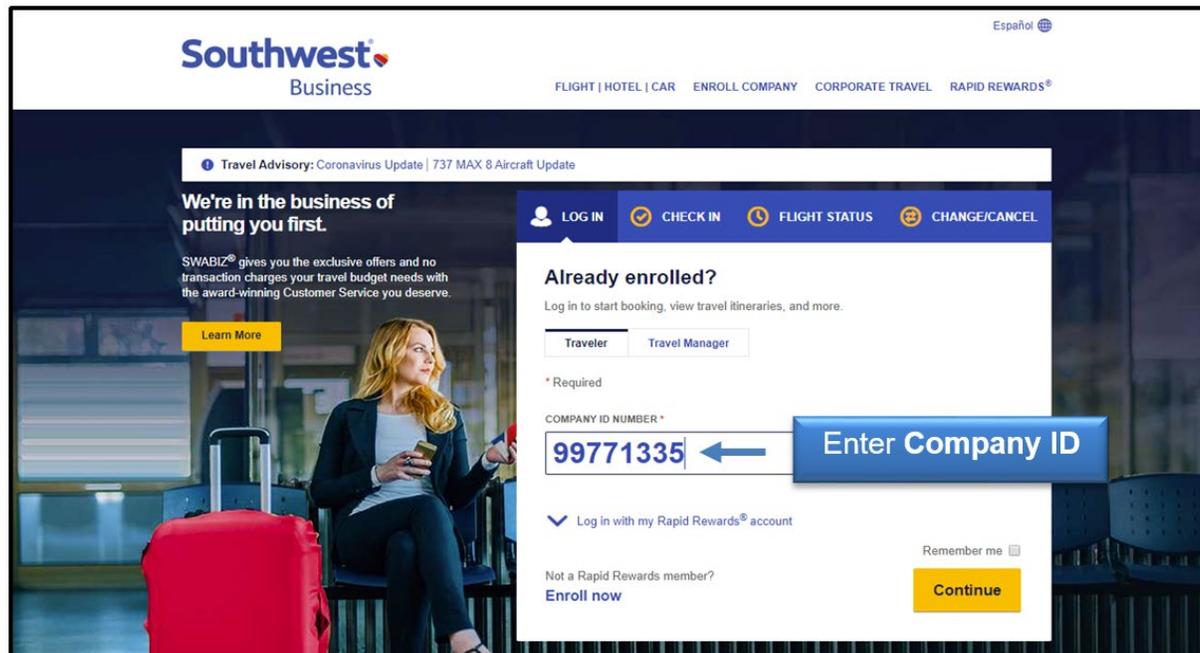


- ## Direct Deposit

- 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.
- It is the employees responsibility to update their banking information.
 - If incorrect banking information is in the system, travel is unable to reissue travel reimbursement until the payment is returned by the bank.

- **SWABIZ**

- The SWABIZ site is available at: <https://www.swabiz.com/>
 - Enter the Company ID #99771335
 - Search and select your flight itinerary
 - Enter Passenger and Rapid Rewards account information
 - Enter Day of Travel Contact details along with Payment information
 - Track your confirmation number through Southwest app



Benefits of SWABIZ:

- Discounted Airfare
- Travelers earn 50% additional Rapid Rewards points



- **System Travel Emails**

- DO NOT hit reply to system generated emails (travel2@www.fiscal.ttuhscc.edu)
- This email is not monitored
- Instead of replying, please forward the email to an intended recipient.
- To reach Travel, use the email address travel@ttuhsc.edu

- PCard Monthly Update Email
 - Please read monthly update email – there will be announcements/changes in the coming months
- Expense Report Due Dates *****Important Message*****
 - As of **JANUARY 1st**, 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.
- Survey Monkey
 - Survey Monkey is no longer approved by IT.
 - The institution has a cloud solution called Qualtrics.

- **Approved Heaters**

- Per Lubbock Safety Services (please verify with you local Safety Dept):

- 1) Shall be energy efficient

- Maximum wattage permitted

- 750 watt heater

- High output setting may only match 750 watts

- Low output settings may be as low as 375 watts.

- Average amps

- 6 amps

- Volts

- 120 volts

- 2) Shall have redundant safety features built-in

- Including:

- Heat overload protection,

- Cool touch case that does not get hot even after extended operation, and

- Tip over switch that immediately cuts the heat and fan if the heater tips.



3) Warranty/ Certifications

Shall meet and/or exceed the following listing

ETL Listed and/or UL Listed

The ETL, Edison Testing Laboratories, Listed Mark is proof of product compliance (electrical, gas and other safety standards) to North American safety standards. Authorities Having Jurisdiction (AHJ's) in 50 states and Canada and retailers accept the ETL Listed Mark as proof product safety.

What is the difference between ETL and UL listed?

A UL and ETL are both what are called Nationally Recognized Testing Laboratories (NRTL). NRTLs are in place to provide independent safety and quality certifications on products. ETL test to UL standards.

Are ETL and UL same?

One of the key reason manufacturers chose to use ETL is the timeframe in which they can test and certify products is usually much faster than UL. ETL test to the same standards as UL and their certification has the same recognition by OSHA since they are both Nationally Recognized Testing Laboratories.

4) Previously accepted TTUHSC portable space heater

Vornado Space Heaters

The Vornado VH202 750-Watt heater has been the accepted heater due to their low maximum 750-watt draw (verses the 1500-watt amp draw of the other heaters). These units have redundant safety features built in that most units do not. These units can still be used, however, *many of the Vornado heaters purchased recently have had issues with durability.*

We are willing to review and accept other heaters as long as they meet the above safety and certification guidelines.



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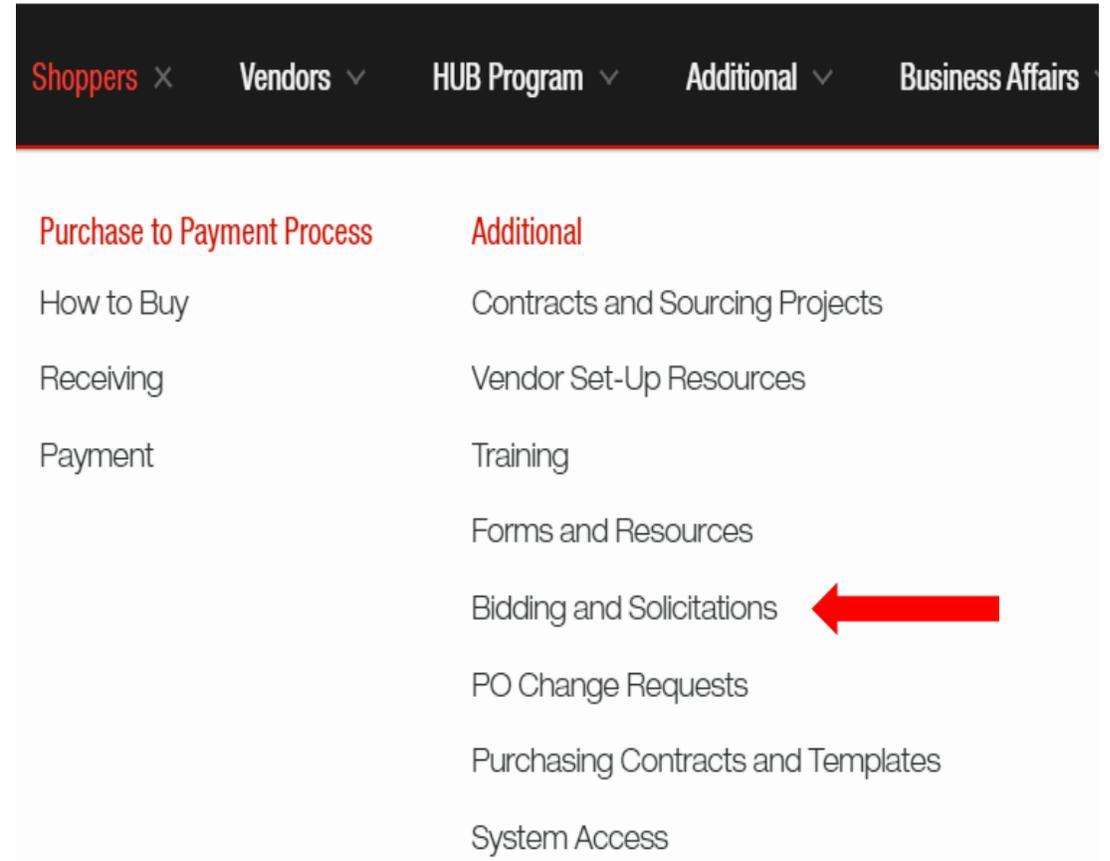
Payment Services

- **Receiving 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.

- Bid Limit

- The Bid Limit page can be accessed by clicking on Bidding and Solicitations under Shopper



The screenshot shows a navigation menu with a dark header bar containing the following items: Shoppers (with a close icon), Vendors (with a dropdown arrow), HUB Program (with a dropdown arrow), Additional (with a dropdown arrow), and Business Affairs (with a dropdown arrow). Below the header, there are two columns of menu items. The left column is titled "Purchase to Payment Process" and includes "How to Buy", "Receiving", and "Payment". The right column is titled "Additional" and includes "Contracts and Sourcing Projects", "Vendor Set-Up Resources", "Training", "Forms and Resources", "Bidding and Solicitations", "PO Change Requests", "Purchasing Contracts and Templates", and "System Access". A red arrow points to the "Bidding and Solicitations" item in the right column.

Shoppers × Vendors ▾ HUB Program ▾ Additional ▾ Business Affairs ▾	
Purchase to Payment Process	Additional
How to Buy	Contracts and Sourcing Projects
Receiving	Vendor Set-Up Resources
Payment	Training
	Forms and Resources
	Bidding and Solicitations ←
	PO Change Requests
	Purchasing Contracts and Templates
	System Access

➤ The Purchasing Department has the responsibility for assisting departments to make the best value acquisition of quality materials and services in accordance with Texas procurement laws. Click on Bid Limits for the Bid Limits Table.

Bidding and Solicitations

The TTUHSC Purchasing Office located in Lubbock, has the responsibility for assisting departments to make the best value acquisition of quality materials and services in accordance with Texas procurement laws. To that end, it is essential that TTUHSC Shoppers become familiar with the general purchasing procedures at TTUHSC.

State purchasing processes differ based largely on the amount and specific type of expenditure. Dependent upon those elements, certain actions are required to maintain vendor fairness, inclusion, and diversification.

Remember it is the responsibility of TTUHSC Purchasing to lead solicitations of all types. However in the event a TTUHSC Shopper would like to perform informal solicitations independently, please ensure a proper understanding of the requirements and/or contact TTUHSC Purchasing for guidance.

How We Purchase:

[Bid Limits](#) 



[Small Procurements](#)  (Purchases \$15,000 or less)

- Purchase Order
- Purchasing Card Program
- Informal Request for Quotes (between \$15,000.01 and \$50,000)

[Formal Solicitation Purchases](#)  (Purchases \$50,000.01 or more)

- Invitation for Bids (IFB)
- Request for Qualifications (RFQ)
- Request for Proposal (RFP)



Purchasing



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Finance Systems Management

TTUHSC Bid Limits

<p><u>\$0 - \$15,000 – No Bid Required</u></p>	<ul style="list-style-type: none"> • Use of vendor of choice, unless otherwise directed by Purchasing. • Departments are encouraged to use contract vendors to practice good faith to award based on best value.
<p><u>\$15,000.01 – \$50,000 – Informal Bid Process</u></p>	<ul style="list-style-type: none"> • Three (3) responsive written quotes with a minimum of two (2) certified HUB businesses (minority-owned or female-owned) required unless the Proprietary Purchase Justification form is attached to the requisition and approved by Purchasing. • Departments are encouraged to practice good faith and award based on best value.
<p><u>\$50,000.01 and higher – Formal Bid Process</u></p>	<ul style="list-style-type: none"> • The formal solicitation process is completed by the Procurement Department. • Department assistance is required. • All formal solicitations are posted on the Electronic State Business Daily (ESBD) by Purchasing.



➤ DIR Cooperative Contracts Purchase

NEW Threshold Requirements

\$50,000 OR LESS

May directly award contract to DIR Cooperative Contracts vendor(s) or reseller(s)

No additional request for pricing is required

\$150,000 TO \$1 MILLION

Must submit request for pricing to at least six (6) vendors or resellers

\$50,000 TO \$150,000

Must submit request for pricing to at least three (3) vendors or resellers

EXCEEDS \$1 MILLION?

May not enter into a contract through the DIR cooperative contracts program to purchase a commodity item

DIR has posted a blanket exemption for purchases greater than \$1 million.



Purchasing

- **Proprietary Purchases/Sole Source**

- A Proprietary Purchase (or sole source) is justified only when an equivalent Good or Service is not available or not suitable. A written justification must be provided by the Originating Department when a Specification requirement limits consideration to one supplier, one Good(s), or one Service provider and the amount of the purchase exceeds the informal Bid (\$15,000) threshold at the Institution (either in a one-time purchase or repetitive purchases of the same Goods or Services during a fiscal year). Price and personal preferences are not acceptable as determining factors. A Purchasing Office or Contracting Office reserves the right to require additional Quotes or Bids for a Proprietary Purchases.
- The written justification will include:
 - Explanation of why a unique Scope of Work for a Good or Service is required;
 - Details on the unique features of the Good or Service;
 - Reason that competing Goods or Services are not satisfactory;
 - Any other relevant information to support the sole source documentation; and
 - Confirmation that the Procurement does not violate Conflict of Interest policies.



- Independent Contractor Questionnaire Form (ICQ)

- In TechBuy, the Non-Catalog form displays a radio button asking if an ICQ is attached. If an ICQ is attached, please click the “Yes” button as this field triggers a workflow to send the requisition to Tax Compliance to review the ICQ attached

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

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

Product Description (the first 250 characters will appear on the check stub).

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 



Purchasing

- IT Rules/Guidelines

- 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.

- New Shop Summus Site * Coming Soon*
 - Summus Dell
 - Announcement will be posted when punch-out is available



- **Submitting Agreement/Contracts for Signature**

- To submit a contract for signature that is not directly associated with a TechBuy requisition go to the TechBuy homepage. In the announcements section of the TechBuy Homepage select the Signature Request Icon.

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 your document is associated with a Techbuy requisition](#), attach to the requisition with internal note "attached document requires signature". Do not submit here.



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](#)

Purchasing

- The contract submission document will appear and the fields with the * will need to be populated for submission. If you have any questions or issues please contact contracting@ttuhsc.edu

Contracting System: New Informal Document

General Information

Type*

Agreement Language* Word format document preferred.
 No file chosen
Only one file permitted. Please contact contracting@ttuhsc.edu if you need to submit additional documents.

TTUHSC Department Request Details

Statement of Purpose*

Date Needed*

Company Information

Company Contact Name

Company Contact Phone

Company Contact Email

TTUHSC Departmental Contact Information

Requestor Thi Duc Bui (R11555742)



Purchasing

- **Mandatory Online (ACME) Purchasing and Contract Training**
 - The training is required to keep the institution in compliance with Texas Education code 51.9337 (b) (5), stating that the board of regents must establish each institution under the management and control of the board, training for officers and employees authorized to execute contracts for the institution or to exercise discretion in awarding contracts, including training in ethics, selection of appropriate procurement methods, and information resources purchasing technologies.

Purchasing

- **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