

# THE TTUHSC PURCHASING CORNER



*HSC-Purchasing has just announced the adoption of a bottled water services contract with Aqua One. If you would like to initiate new service with Aqua One, please submit a standing TechBuy purchase order with two line items—one for the bottles and another for the rental of equipment each in the amount of \$1.00. No encumbrance will be established as this is for documentation purposes only to identify your delivery location. The award contains aggressive pricing for both bottles and dispensers, waiver of bottle deposits and fuel surcharges. The agreement covers all of Aqua One service areas which includes but is not limited to Abilene, Amarillo, Lubbock, and Midland/Odessa. The original message misstated the price of 5 gallon bottles of water—the price is actually only \$4.00.*



In preparation of FY 11 purchase orders, please evaluate the amount spent during all of FY 10 by service provider as this information as well as this year's purchase order number will be required for all FY 11 requisitions.

Prior written approval is required for all employee reimbursements. Please send all pertinent details explaining why authorized purchasing methods, including the purchasing card, cannot be used for the transaction in an email to



[purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu)  
Please electronically attach the email exchange including approval to your Techbuy requisition and forward original receipts to Purchasing.

Once again, it is time to review encumbrances and send requests to close any that you may not need. Please refer to either of the useful reports in Cognos to view **all** open encumbrances older than two months: HSC Business Affairs>Departmental Reports>



Encumbrances>Encumbrances Open  
Or  
HSC Business Affairs>Departmental Reports> Encumbrances>Open Encumbrances by Department/Fund



## CORRECTION:

A previous newsletter incorrectly referred to the Payments for Employee Moving Expenses operating policy as OP

72.10. The correct OP is 72.18 and was published March 31, 2010.