



The TTUHSC Purchasing Corner

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COGNOS Encumbrances Reports

The correct COGNOS report to use when completing the Encumbrance change request form for purchase orders or general encumbrances is:

Public Folders > HSC Finance > Encumbrances, Invoices and Checks > Encumbrance Detail.

Each request should be saved as an Excel document and named as either the PO or TB number and sent by a separate email to purchasing@ttuhsc.edu

This form is located on the Purchasing home page at <http://fiscal.ttuhsc.edu/purchasing>.

<http://>

Requirement for procuring search firms

Board of Regents approval required prior to engaging outside employee search firms. All individual searches for employees utilizing outside search firms must be approved at some level by the Texas Tech University System Board of Regents (BOR) prior to engaging the search firm. Purchasing will not issue a PO without the appropriate BOR approval. If you have questions regarding using outside search firms, please send them to purchasing@ttuhsc.edu, or call Purchasing at (806) 743-7841.

Has your department location changed?

Each TechBuy user has a unique profile which contains information specific to them. The contact name, phone, and email fields should all default from your user settings. If this information is incorrect, please correct the information in your user settings.

You can access your User Profile in two ways. In Techbuy, click on the Profile link in the upper left-hand corner to the right of the username or select the Profile option on the far right of the navigation bar. Your profile should open to the User Settings tab and the User Identification sub-tab. This sub-tab houses your basic contact and log in information. Review the populated information and make any necessary changes. You must select your department from the drop-down list. It should begin with HSC followed by the title of the department. When you are satisfied with the changes, Select Save.



Purchasing Department Contacts

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Purchasing Dashboard - March 2011

