



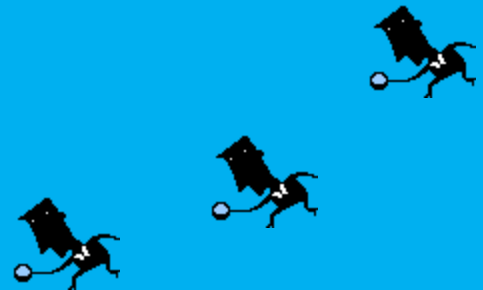
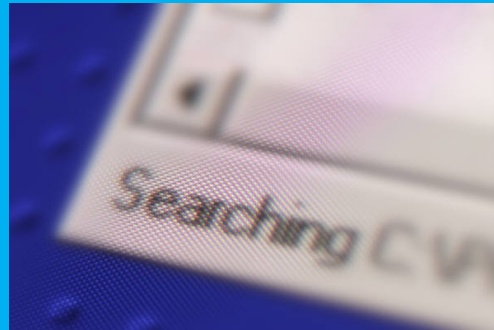
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### Special points of interest:

- TechBuy Enhancements
- Reminders
- Employee news
- New phone extensions

## TechBuy Document Search



### Coming Soon

Training for the new Document Search feature in TechBuy will be coming to your campus later this month via TechLink.

Be watching for the announcement on the TTUHSC Announcements of the WebRaider portal with the dates and times for your campus.

Subscribers on the TechBuy Users Group List will also receive the training announcement.

Document Search was introduced with the 11.3 release, and with 12.1, fully replaces the History search. Document Search is a powerful and easy-to-use solution that allows you to quickly find documents including purchase orders, requisitions, invoices, and receipts. New post-search filters allow you to continually refine your search and narrow your results. You can now save, share and schedule recurring searches. Document Search is a great tool for troubleshooting, generating ad-hoc reports, researching data, tracking order status, locating documents and much more.

A complete training guide has been made available in the TechBuy Reference Guide (section 16-2 to 16.25)

<http://www.fiscal.ttuhscc.edu/purchasing/techbuydoc.aspx>



## Reminders

### Honorarium Payment

To ensure proper and timely payment of Honorarium to US Citizen please contact Payment Services at [Accounts.payable@ttuhsc.edu](mailto:Accounts.payable@ttuhsc.edu) to schedule payment. The issuance of a Purchase order for Honorarium will not initiate the payment process. Only Purchase orders marked and processed as advanced pay will initiate a payment. In all other instances Payment Services must be contacted to initiate payment. An Independent Contractor Questionnaire completed with individual and the Financial Manager signature's on the signature line of the form is required to accurately process order.

### Delegated Purchases and Procedures

Departments have been given the delegated authority to obtain quotes or bids for request of commodities or services (including shipping) that will not exceed \$25,000.00. Because TTUHSC employees have the delegated authority to obtain informal quotes for purchase requests not exceeding bid limits, it is important to understand the bid requirements prior to making the decision to submit a TechBuy requisition.

#### Bid Limits

<**\$5000.00** - Quote only required

>**\$5000.00 and <\$25000** Informal bids required may be completed by department and reviewed by Purchasing.

>**\$25000** Formal bid process completed by Purchasing

The link provides a guideline when bids maybe required, further details are available from Purchasing Processes > purchasing manual.

<http://www.fiscal.ttuhsc.edu/purchasing/collateral/Bid%20Limits.pdf>

### Controlled Property Equipment

Hand Guns\* Rifles \* Cameras, Stereo Systems, Desktop CPU, Video Recorder/Laser disk Player (TV, VCI, Camcorder), Printer (not portable), Data Projectors, Laptops, iPad

**\*Note:** property listed with \* are controlled at any cost. All other class codes are controlled at \$500 to \$4,999.00.

### FOAP Account Code

Having difficulties selecting the proper account code for the product or service you are purchasing? This helpful link from the Comptroller's Expenditure Manual will provide assistance:

[https://fm.cpa.state.tx.us/fm/pubs/cma/cma\\_09\\_11\\_sec5.pdf](https://fm.cpa.state.tx.us/fm/pubs/cma/cma_09_11_sec5.pdf)

### Cardinal Health

When submitting an encumbrance change request to release all remaining encumbered funds of a transaction, the submitter should select the action close. Entering (-) to liquidate remaining funds will cause an error in the processing and not allow transaction request to complete.

Reminders

## Farewell message



To all my friends and Purchasing Family I would like to say thank you and I appreciate you for creating the best professional environment one can have. The time that I have spent here has been invaluable. I pray that you are blessed in the future.

Sr. Purchaser, Bodie Taylor employment with TTUHSC-Purchasing ended March 30<sup>th</sup>. Well wishes to Bodie and the very best in his new position with CMHC at The Pyramid Plaza.

We will be distributing the workload across the department. The point of contact for open issues will be Janice Brumley [Janice.brumely@ttuhsc.edu](mailto:Janice.brumely@ttuhsc.edu) in purchasing. Do not hesitate to contact purchasing by phone at 806-743-7841 or by email at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) with any questions or concerns.

Purchasing Department Contacts  
Office phone number; 806-743-7841  
Fax number 806-743-7850

Installation of the new CS1000 platform with Avaya 1230 handsets and CallPilot Voice Mail system is operable and we can be reached directly by internal dialing of the five digit phone extension, 3 + last four.

John Haynes, Director - 743-7387

Shawn Olbeter, Sourcing Mgr.- 743-7386

Janice Brumley, Section Supervisor -  
743-7389

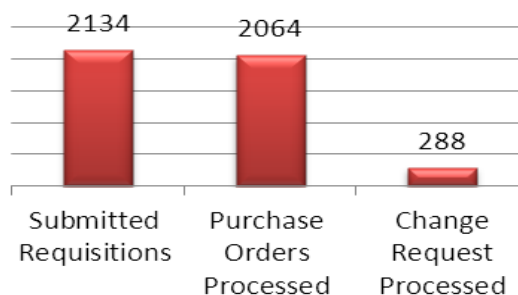
Dolores Ramirez, Unit Supervisor -  
743-7385

Sylvia Bradley, Sr. Purchaser -  
743-7390

Teri Floyd, Analyst - 743-7384

Dollie Banos, Purchaser - 743-7391

### Purchasing Dashboard March 2012



#### Stay updated and informed!

For TechBuy news, information and updates be sure to sign up at: <http://www.fiscal.ttuhsc.edu/banner/usergroups/UserGroups.aspx>



**Employee Farewell**  
**Purchasing Contacts**  
**Production Dashboard**