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**Special points of interest:**

- PO and Encumbrance Change Request Form Online Application
- Fiscal Year 2011 and 2012 TechBuy Purchasing guidelines
- State Appropriated fund expenditures
- Vendor form / W-9 link
- TechBuy Comments and Approver Email Enhancements
- Purchasing Department Contacts



***New Online PO and Encumbrance Change Request***

*The new online PO and Encumbrance Change Request application is replacing the current online PO and Encumbrance Change Request Form and its manual process. All Purchase Order and Encumbrance close, FOAP additions, amount modifications and Purchase Order re-open requests can be submitted through this application. The PO and Encumbrance Change Request application is available from the WebRaider portal, F & A Work Tools Tab, in the Purchasing / Payment Services*

## TTUHSC Year End Purchasing Guidelines

Non-catalog TechBuy orders using FY 2011 funding not requiring bids must be submitted to Purchasing by 08/22/2011 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY 2011 funding must be submitted to the vendor by 08/31/2011 to ensure completion by year end.

Orders not completed by 08/31/2011 will be posted in September against FY 2012 funding.

No TechBuy punch-out orders using FY 2012 funding may be entered/submitted prior to 09/01/2011

**All FY 2012 orders must have an accounting date of 09/01/2011 or later.**

### Important Notes:

Encumbrances on E&G funds (funds that start with 10) will only roll one year. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed. The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance. Releasing or closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.



### Reminders and Enhancements for TechBuy requisitions Expenditure guidelines

Invoices attached to TechBuy requisitions do not initiate payment. Documents must be forwarded to Accounts Payable department for payment processing.

State Appropriated funds cannot be used to pay for construction expenses.

Multi-year warranties or Service Agreements on State appropriated funds is not an allowable expense and will not be approved on any TechBuy requisition

Are you using TTUHSC Property? No engravings of any personal content on TTUHSC property i.e. iPads or iPods will be authorized to pay from institutional funds. This is not an allowable expense.

### TechBuy Receipt Enhancement

Users with the appropriate permissions can now reopen a receipt. Reopening the receipt will place the receipt back in draft mode for full editing or deleting. For assistance please email [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu)

### TechBuy Comment Enhancement

View all document comments/history on a single tab. No more toggling! Includes PRs, POs, Invoices, and Receipts

The HSC Non Catalog form and Standing Order Form product category field is required and will drive future workflow approvals. Please properly select the category of the purchase from the drop-down options. For accurate workflow select the same category for each line item when creating order for multiple line items.

## HSC Non-Catalog or Standing Order Forms Shipping Information

This field is required and two choices are available: **Shipping Cost Included in Line Item** and **Shipping is Prepaid and Will Be Added to Invoice**. When preparing your form and you select Shipping Cost Included in the Line Item, we will not be able to pay a legitimate freight charge. Only select this option when you have a quote showing that there will be no freight charges on your order otherwise always select Shipping is Prepaid and Will be Added to Invoice.

**New Vendor setup form link provided on Purchasing Processes web page has been revised, please access new form at <http://www.fiscal.ttuhs.edu/purchasing>**

### TechBuy Approval Enhancement

TechBuy approvers began receiving a new email format when requisitions have been submitted in TechBuy requiring their approval. The new format provides additional information as well the additional functionality to approve, return, assign and reject a requisition directly from the email. The new functionality allows the approver to take action on the requisition directly from the email without the need to open the TechBuy application. This new functionality requires additional set-up within the user's profile in TechBuy. Training documentation about this new functionality is being posted in the TechBuy Reference Guide at: <http://www.fiscal.ttuhs.edu/purchasing/techbuydoc.aspx>

Shipping expenses

Approvers email notification

Purchasing production

### **Purchasing Department Contacts**

Office phone number; 806-743-7841  
Fax number 806-743-7850

John Haynes – Director ext. 262

Dollie Banos – Purchaser ext. 267

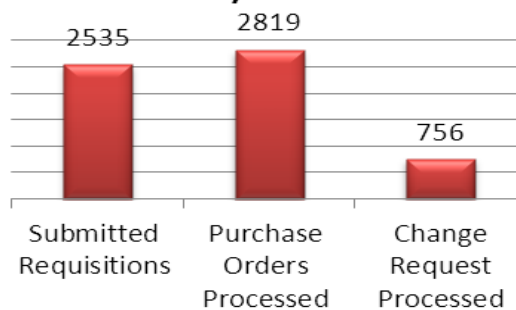
Bodie Taylor – Sr. Purchaser ext. 263

Teri Floyd – Analyst ext. 259

Sylvia Bradley – Sr. Purchaser ext. 265

Dolores Ramirez – Vendorteam Unit Supervisor ext. 260

### **Purchasing Dashboard July 2011**



### **Stay updated and informed!**

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

