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## Special points of interest:

- Encumbrance Close
- TechBuy reminders
- TechBuy updates
- Production Dashboard

## YEAR END REMINDERS FROM PURCHASING

Orders using **FY 2013 funding** requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 06/03/2013 to ensure completion by fiscal year end.

Non-Catalog TechBuy orders using FY 2013 funding not requiring bids must be submitted to Purchasing by 08/23/2013 to ensure completion by fiscal year end.

Punch-out and Catalog TechBuy orders using FY 2013 funding must be submitted to the vendor by 08/29/2013 to ensure completion by fiscal year end.

Any order not completed by 08/30/2013 will be posted in September against FY 2014 funding.

**All FY 2014 funded orders** must have an accounting date of 09/01/2013 or later.

Orders needing to be in place on 09/01/2013 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/11/2013.

No TechBuy punch-out orders using FY 2014 funding may be entered/submitted prior to 09/01/2013.

Renewal orders based on current FY2013 orders must be submitted to Purchasing by 07/09/2013 to enable processing and completion by fiscal year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities).

**FY 2012 E&G Funds:** Encumbrances on E&G funds (funds that start with a 10) will only roll one year. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on 08/01/2013.

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/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.

To keep the funds available beyond 08/31/2013 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY2012 encumbrance open please contact Purchasing no later than 08/09/2013.

**Reminders**

**TTUHSC OP 72.10**

**2. Processing Procedures for Payment of Invoices**

c. All invoices emailed to the department or received by mail from vendors that are not “eInvoice vendors” in TechBuy must be submitted to Accounts Payable for payment processing with the correct Fiscal Year (FY) purchase order number. Invoices received by mail can be sent by either campus mail MS9077, mailed directly to Accounts Payable, PO Box 5970, Lubbock TX 79408-5970 or by email to [Accounts.payable@ttuhsc.edu](mailto:Accounts.payable@ttuhsc.edu) [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu). An email with an attached invoice received directly from the vendor must be forwarded to [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu).

d. A listing of “eInvoice vendors” can be found at <http://www.fiscal.ttuhsc.edu/busserv/ap/>

**e. Attaching invoices to TechBuy documents will not trigger a payment to be processed.**

**TechBuy Reference Guide**

Need assistance in completing a TechBuy requisition to order products or services? TechBuy Reference Guide is available with tutorial videos on Purchasing Home page > TechBuy Access and Information > TechBuy Training Documentation. Step-by-step instructions will assist you in completing your requisition from beginning to end.

**Helpful email contacts for questions and inquiries of:**

Purchasing – [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu)  
Vendor/supplier status – [vendorteam@ttuhsc.edu](mailto:vendorteam@ttuhsc.edu)  
Payment inquiry – [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)

**FY 2013 funded orders:**

Non-Catalog TechBuy orders using FY 2013 funding not requiring bids must be submitted to Purchasing by 08/23/2013 to ensure completion by fiscal year end.

Punch-out and Catalog TechBuy orders using FY 2013 funding must be submitted to the vendor by 08/30/2013 to ensure completion by fiscal year end. Any order not completed by 08/31/2013 will be posted in September against FY 2014 funding.

**TechBuy  
Reminders**

**Helpful email  
addresses**

**New or updates to Vendors**

**Linen Services & Products awarded contracts**

The following vendors have been awarded contracts for Linen Services and Products on RFP 739-11152012;  
 Also, Ameripride, Panhandle Laundry, Supreme, and Unifirst  
 Please contact Lora Turpin (806-743-7392) for additional questions

**Navajo Furniture**

We now provide a link to the contracts the furniture vendor Navajo holds. The TechBuy HSC Non-catalog form is used when placing orders with this vendor. This is not a punch-out vendor, please contact Purchasing if you have questions about using this vendor. Ensure you follow institutional policies when purchasing furniture, check with Facilities department if you have any questions about type, style and quality of furniture to be purchasing for institutional use.

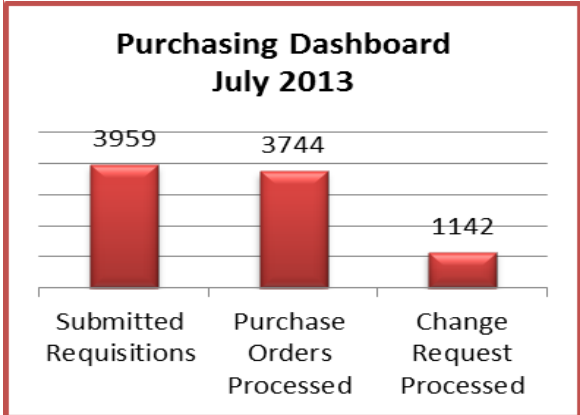
**Changes have been made to the GovConnect punch-out.**

We now have a HUB vendor associated with GovConnect. The Global Asset/GovConnect punch-out is live in production. Users should notice no difference in the punch-outs functionality or use however, all purchases made through the site will now receive HUB credit for TTUHSC.

**TechBuy Vendor updates/changes**  
**Purchasing Contacts**  
**Purchasing Production**

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

- |   |  |
|---|--|
| John Haynes, Managing Director - 743-7387   | Shawn Olbeter, Associate Managing Director- 743-7386 |
| Lora Turpin, Section Manager - 743-7392     |  |
| Dolores Ramirez, Unit Supervisor - 743-7385 | Janice Brumley, Section Supervisor - 743-7389        |
| Sylvia Bradley, Sr. Purchaser - 743-7390    | Teri Floyd, Sr. Purchaser - 743-7384                 |
| Juan Lucero - Purchaser - 743-7391          | Linda Anderson, Analyst II - 743-7388                |



**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>

