

December 9,  
2009

# THE TTUHSC PURCHASING CORNER

Please refer to HSC OP 72.15 **Purchasing Card Program** for a complete list of prohibited purchases.



To purchase office and medical supplies with a purchasing card, a deviation approval is required. Please email [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) and include the item, quantity, price, merchant and your justification.

Previously, Techbuy purchases charged to a purchasing card produced a purchase order number that began PS. The numbering wheel has been changed; these orders will now produce a purchase order number that begins PC. This change does not affect ghost card purchases.



## Billing ?

### Bill To

Contact Line 1 TTUHSC Payables  
Box 5970  
Lubbock, TX 79408  
United States

[edit](#)

### Credit Card Info

No credit card has been assigned.

[edit](#)

### Billing Options

[Accounting](#) 11/13/2009  
[Date](#)

[edit](#)

**If you copy a requisition to a new cart please enter the current date; Techbuy will automatically reject your requisition if the accounting period has been closed.**

Lubbock TechBuy users whose parcels are delivered by Mail Services need to verify the Ship-To Address in their profile includes their Mail STOP. For all other campuses, please verify that your room number is included in your profile. This is very important.

Have you received an automated email informing you that a comment has been added to a Techbuy requisition?

Re: COMMENT ADDED TO REQUISITION #: 19107955

Dear Techbuy User,

Comment: Please read my comment.

To reply to this comment click on the following link

[https://solutions.sciquest.com/apps/Router/ReqComments?ReqId=19107955&AuthUser=692625&NavLevel1=Nav\\_OrdersHistory&NavLevel2=Nav\\_OrderHistoryMyRequisitions&tmstamp=1258128655801](https://solutions.sciquest.com/apps/Router/ReqComments?ReqId=19107955&AuthUser=692625&NavLevel1=Nav_OrdersHistory&NavLevel2=Nav_OrderHistoryMyRequisitions&tmstamp=1258128655801)

TechBuy Support Team Contact Information:  
[Sciquest.purchasing@mail.ttuhsc.edu](mailto:Sciquest.purchasing@mail.ttuhsc.edu)  
[sciquest.purchasing@ttuhsc.edu](mailto:sciquest.purchasing@ttuhsc.edu)

Thank You,  
Texas Tech

The following forms have been located on our website for your convenience.

**TEXAS SALES AND USE TAX EXEMPTION  
VENDOR FORM W-9  
VENDOR INFORMATION FORM  
NON COMPLIANT FORM  
INDEPENDENT CONTRACTOR QUESTIONNAIRE**

<http://www.fiscal.ttuhsc.edu/purchasing/>

*If you don't find the answer to your question on the Purchasing website, please email [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu)*