



The TTUHSC Purchasing Corner

Issue Number 11

The newsletter of the Purchasing Department

December 2010

Announcing

Upcoming E-invoice vendors

Qiagen began 12/02/2010

Perkin-Elmer currently testing estimated go-live 12/13/2010

Sigma-Aldrich early 2011

Historically Underutilized Business (HUB) Bid Requirements :

All purchase requests greater than \$5,000 less than \$25,000 require responsive written quotes from at least three suppliers, including a minimum of two (2) quotes from Texas certified HUB (one minority-owned and one female-owned of any ethnicity) businesses unless the proprietary purchase section of the appropriate TechBuy form is completed and approved by Purchasing. For additional assistance locating certified HUB businesses please see the State of Texas Centralized Master Bidders List (CMBL <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>)

Official Functions

Each department is allowed one annual party, usually at Thanksgiving or Christmas. The expenditure for food is limited to a total cost not to exceed \$20 per employee or \$40 for employee and spouse/guest.

A department may choose to provide employees with hams or turkeys in lieu of the party. Gift certificates cannot be purchased to distribute to employees to go to a supermarket to purchase a ham or turkey. Departments should coordinate with the vendor to allow employees to pick up the ham or turkey directly from the vendor's place of business. Departments are allowed to provide the party **OR** the hams or turkeys, but **not** both at the expense of the institution.

The Cardinal website requires users to periodically update or change passwords. During the update process, Cardinal will drop the internet connection to TechBuy. To successfully proceed and complete an order the shopper must sign-out or close their current Cardinal session and return to TechBuy to complete their shopping. Failure to exit the Cardinal site will produce an order without a TechBuy PO

Purchasing Card Purchases – OP 72.15

Any purchase up to \$5,000.00 may be made with the Purchasing Card whenever the vendor accepts credit cards and the purchase is not otherwise prohibited or restricted in OP 72.15.

However, large purchases may not be divided into smaller lot purchases in order to avoid the competitive process requirements. If needs can be anticipated (for example if same items are purchased multiple times throughout the year) the annual expenditure estimate would determine the purchasing process.

Important Note: Employees making purchases with the procurement card are strongly encouraged to search "TechBuy" for contract suppliers prior to making any purchase with the procurement card.

Thank you to everyone who attended Purchasing training during October & November:

Attendees: Abilene – 5
Amarillo – 17
El Paso – 82
Lubbock – 79
Odessa – 39

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

https://fmx.cpa.state.tx.us/fm/pubs/cma/11-10/cma_10-10_sec5.pdf

New 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

Purchasing Dashboard -November 2010



Procurement Method Selected

It is very important for TTUHSC employees to be knowledgeable about the different methods of procuring various good and services. It is also important to understand some basic rules and policies that relate to these purchasing methods to avoid rejection of a TechBuy requisition. Contact the Purchasing Office, the Purchasing Card team, or the Contracting Office if clarification or assistance is needed.

