# THE TTUHSC
PURCHASING
CORNER

If you have multiple items on a Techbuy requisition you may need to assign different account codes at the line item detail level. For example, office furniture can be included on the same requisition but cannot be coded as Consumable—Office Supplies. To enter a FOP or account code that is different than the Header, select the tab "Line and Header FOAP Summary" and edit the line item accordingly.
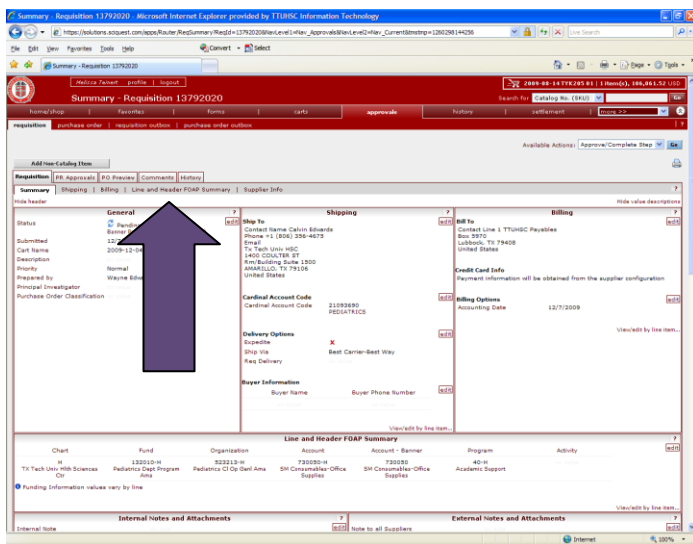
Reminder that OP 72.16 (3)(C) states that ENTERTAINMENT expenditures must have a clearly defined business purpose and be documented by a statement explaining the benefit to the Institution. "This will benefit TTUHSC in its future growth and development" does NOT constitute a clearly defined purpose and Purchasing may require additional information.

SCAM ALERT

Purchasing has been advised that departments have been contacted by vendors wishing to 'verify' shipping addresses. The vendor also asked "are you authorized to verify the address?" The seemingly innocent telephone inquiry resulted in an invoice for online advertising. Similarly, other staff received a phone call inquiring about the printing supplies used in the department. A shipment of toner cartridges and an invoice followed. Should you receive telephone calls from vendors please inform them that all purchases require a valid purchase order issued by the Purchasing department.

Compatibility issues with Techbuy and IE-8 have been noted. If you have updated your browser, you may see a security information message stating "This page contains both secure and nonsecure items. Do you want to display the nonsecure items?" Previously, for both IE-6 and IE-7, the correct response to that question was YES. However, for IE-8 the correct response is NO. If you answer incorrectly, you may receive "Navigation to Webpage Cancelled" error message.

Emails sent to purchasing@ttuhsc.edu should include the purchase order number in the subject line, if applicable.

If you don't find the answer to your question on the Purchasing website http://www.fiscal.ttuhsc.edu/purchasi, *please email purchasing@ttuhsc.edu*