



The TTUHSC Purchasing Corner

Issue Number 7

The newsletter of the Purchasing Department

DIRECT PAY

Please send Direct Pay transactions to Payment Services at STOP #9077.

E-Mail Questions about Direct Pay to accounts_payable@ttuhsc.edu

MODIFICATIONS

Requests to change Purchase Orders or general encumbrances must be submitted on the **PO & Encumbrance Change Request** form. Each request should be sent by a **separate** to purchasing@ttuhsc.edu

This form is located on the Purchasing home page at <http://fiscal.ttuhsc.edu/purchasing>.

FYI

NEW FOR 2011: Requisitions submitted for processing by the TTUHSC Contracting Department must be submitted using the **Non-Catalog Form**.

RQ/PO STATUS

The status of a requisition can be viewed by opening the RQ and clicking on the **PR Approval tab** (if it is in the requisitions stage) or the **PO Approval tab** (if it is in the PO approval stage).

Explore the following links to view new information regarding the introduction of the PO & Encumbrance Change Request form and year-end processing deadlines!

[Modification Instructions](#)

[Year-End Processing Information](#)



Critical Dates & Deadlines

July 23: Deadline for submitting requisitions requiring competitive bidding, RFPs (Requests for Proposal), or associated with a state contract.

August 20: Deadline for submitting requisitions on non-catalog or standing orders forms using FY10 funds.

August 27: Deadline for submitting TechBuy requisitions to our punchout vendors using FY10 funds.

September 1: You cannot submit a requisition to our punchout vendors using FY11 funds before September 1, 2010.

Fiscal Year 2011 PO Tips

- ◆ The accounting date for FY11 orders must be 9/1/2010.
- ◆ FY11 orders will not post to banner until FY11 budgets have been loaded.
- ◆ Departments needing an order immediately after the start of the fiscal year should use funds that will be available on 09/01/2010.
- ◆ Permissions for approving and submitting RQs on a particular fund can be verified at <http://team.texastech.edu>.

Systematic Order Validation

Upon submission of the cart, TechBuy verifies adequate budget exists and preparer has posting authority. If an error message is received, the system will automatically return the cart for editing.

[Click here](#) for more information.

Active & Draft Carts

Active and draft carts are visible ONLY to the preparer. If a cart has not been submitted or has been returned by an approver or Purchasing, only the preparer who created the cart can view, edit, submit or withdraw the cart. No approver, administrator, or Purchasing staff can view or edit the cart as long as it is an active or draft cart.

New Fisher Functionality

Fisher now has a *quote to cart* function.

All Fisher orders can now be processed using the Fisher punchout in TechBuy.

Please do not submit a non catalog form for Fisher special orders.

For Quotes, Contact the Fisher representative Rashila Patel at rashila.patel@fishersci.com or (800) 955-6666 ext 1992477.

Quotes will be available on the Fisher punchout.

For additional information email Purchasing at purchasing@ttuhsc.edu.

