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Special points of interest:

- Purchasing sustainable products and services
- Fiscal Year 2011 and 2012 TechBuy Purchasing guidelines
- APPLE products return procedures
- TechBuy User Profile information update
- Purchasing Department Contacts

Environmentally preferred purchasing

As the economy, social and environmental issues are recognized as intertwined, a concept of sustainability and sustainable development has evolved spurring the growth of Environmentally Preferable Purchasing. "Green", sustainability and environmentally friendly are dependent on providing sustenance for ecosystems, including economies.

Acceptance that nature does have limits brings awareness that we must live within the limits or suffer the consequences. It is believed that if growth doesn't cease, nature will stop it forcefully. Development in cleaner technologies must be implemented to slow growth (being bigger does have increasing impact on the environment). Organizations find the need to look at better, not bigger impacts on the environment. Globally



Sustain, Recycle, Go Green

we find companies adopting new strategies and investing in renewable energy. The Governmental Policy, executive order 13101, in 1993, was issued by Bill Clinton. Federal agencies are directed by federal laws, regulations and executive orders to make purchasing decisions with the environment in mind. EPA

created the Environmentally Preferable Purchasing Program in 1993 to help federal officials meet these requirements. Most recently, these requirements have included the [Executive Order 13423—Strengthening Federal Environmental, Energy, and Transportation Management](#) which orders federal

agencies to use sustainable practices when buying products and services.

STAPLES is committed to providing eco-conscious products and offer over 4,500 to meet our environmental goals. From November to April STAPLES has provided 11.70% recycled products for TTUHSC.

Why the need for EPP

Environmentally Preferable Purchasing (EPP) helps the companies "buy green," and stimulate market demand for green products and services. EPP is the Smart Thing to do. EPP is all about smart purchasing. All buyers have a responsibility to buy products that give

organizations the best value. Environmentally Preferable products are long lasting, high-quality, less toxic, reusable, and easy to recycle. Environmentally Preferable products use less materials, water and energy, minimizing the impact on natural environment.



TTUHSC Year End Purchasing Guidelines

Orders using Fiscal Year 2011 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 06/03/2011 to ensure completion by fiscal year end.

Non-catalog TechBuy orders using FY 2011 funding not requiring bids must be submitted to Purchasing by 08/22/2011 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY 2011 funding must be submitted to the vendor by 08/31/2011 to ensure completion by year end.

Orders needing to be in place on 09/01/2011 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/10/2011.

Renewal orders based on current FY 2011 orders must be submitted to Purchasing by 07/08/2011 to enable processing and completion by year end. (Examples: space and equipment rentals/ leases, maintenance and service contracts, multiyear bid awards for commodities).

Orders not completed by 08/31/2011 will be posted in September against FY 2012 funding.



All FY 2012 orders must have an accounting date of 09/01/2011 or later.

No TechBuy punch-out orders using FY 2012 funding may be entered/submitted prior to 09/01/2011.

Reminders for TechBuy requisition processes and guidelines

Important Notes:

Encumbrances on E&G funds (funds that start with 10) will only roll one year. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed. 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 or 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.



For TechBuy news, information and updates be sure to sign up at: <http://www.fiscal.ttuhs.edu/banner/usergroups/UserGroups.aspx>

If you request a new vendor record in any online system; TechBuy, Direct Pay, Travel, Contracting, or MPIP (RI Online) enter only the vendor name without any special characters or symbols.

When completing Tech-Buy requisitions with two or more line items, please select the same purchase category for all of the lines.

Apple sales and return policy

Defective Items

Apple Branded Products

If you discover what you believe is a product defect for any Apple branded product please contact Apple Technical Support at 1-800-800-2775. Such a defect, if any, is covered under the terms of your product's warranty. Please refer to the warranty information and other support documentation that came with your product.

Return Policy

Please note that Apple only permits the return of unopened products due to an Apple shipping or order processing error and that all other sales are final. If you

have received an incorrect product due to an Apple shipping or order processing error, please use the following return process:

1. Please contact Apple Sales Support at 1-800-800-2775 to request a Return Material Authorization (RMA) #. A RMA request must be made within 30 business days of the product in accordance with Apple's return policy.
2. If the RMA is approved, a RMA # will be issued. The support representative will also provide you with information on how to return the product to Apple.
3. In order to speed up the process, the product must be returned unopened to the

Apple warehouse within 10 business days of the issuance of the RMA. All products must be packed in the original, unmarked packaging including any accessories, manuals documentation and registration that shipped with the product.

Products That Are Inoperable When Delivered

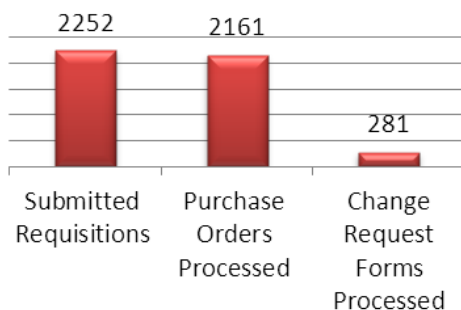
If you discover that your product is wholly inoperable when it is delivered to you, please call Apple Tech Support at 1-800-800-2775 within thirty days of the invoice date. Apple Tech Support will determine if it is appropriate to offer you further options.

Product return policy for Apple Purchasing production

Has your department location changed?

Each TechBuy user has a unique profile which contains information specific to them. The contact name, phone, and email fields should all default from your user settings. If this information is incorrect, please correct the information in your user settings. You can access your User Profile in two ways. In Techbuy, click on the Profile link in the upper left-hand corner to the right of the username or select the Profile option on the far right of the navigation bar. Your profile should open to the User Settings tab and the User Identification sub-tab. This sub-tab houses your basic contact and log in information. Review the populated information and make any necessary changes. You must select your department from the drop-down list. It should begin with HSC followed by the title of the department. When you are satisfied with the changes, Select Save.

**Purchasing Dashboard
May 2011**



Purchasing Department Contacts

Office phone number; 806-743-7841
 John Haynes – Interim Director ext. 262
 Don Sarchet – Unit Associate Director ext. 261
 Sylvia Bradley – Sr. Purchaser ext. 265
 Bodie Taylor – Sr. Purchaser ext. 263
 Dollie Banos – Purchaser ext. 267
 Teri Floyd - Analyst ext. 259
 Dolores Ramirez—Vendor team Unit Supervisor ext. 260

