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Special points of interest:

- Texas Expenditure Rules
- TEAM App
- Fiscal Year Guidelines
- Purchasing Contract web links
- Production Dashboard

eXpendit

The Texas Comptroller of Public Accounts created eXpendit to provide information to state agencies and institutions of higher education on how to properly carry out purchase transactions while complying with certain provisions of the constitution, statutes and rules of Texas related to expenditures.

The new eXpendit website allows users to more easily and rapidly search for the information they need, while allowing the Expenditure Assistance section to quickly post updates.

eXpendit's top menu tabs correspond to chapters of the *Purchase Policies and Procedures Guide*, making for an easier transition to the new resource. Some content has moved around, but you can use eXpendit's built-in search function to find it.

The biggest change you'll find is the easier-to-understand content, with straightforward language used to describe the subject areas.

eXpendit:

Discusses only some of the legal issues a state agency encounters during its operations, the vast majority of which are outside its scope.

Represents the opinion of the Comptroller's office and does not constitute official legal advice. A state agency should consult the attorney general, internal legal counsel or other appropriate counsel if the agency needs legal advice.

Additional information and guidelines can be found by clicking the link;

<https://fmx.cpa.state.tx.us/fm/pubs/purchase/index.php>

TEAM Financial Registration Process

The TEAM Application is the electronic registration process established for HSC Financial Processes. This registration process will allow Financial Managers or their delegated Fund Manager to register those in their departments who they deem necessary to use online financial applications and access departmental reporting.

Only a Financial Manager or delegated Fund Manager will be able to grant access to specific Banner Funds and assign roles to their department users for electronic application access. This is a security feature to insure that each employee is set with the appropriate fund(s) access and system role as determined by the Financial Manager.

The TEAM Application also provides a means to assign a Financial Alternate for ORGN Approval for Financial applications that use ORGN security for approval routing.

To access the TEAM Financial Registration site, log into the WebRaider portal and select the F & A Work Tools tab. Under the Finance channel and Finance Systems Management, click on the TEAM Application link.

You can also access the site by selecting the following link:

<https://banapps.texastech.edu/team/QuickLinks.aspx>.

You will use your eRaider ID and password to access the site.

Fiscal Year End Purchasing Guidelines

FY 2012 funded orders:

Orders using FY 2012 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 06/04/2012 to ensure completion by fiscal year end.

Non-Catalog TechBuy orders using FY 2012 funding not requiring bids must be submitted to Purchasing by 08/22/2012 to ensure completion by fiscal year end.

Punch-out and Catalog TechBuy orders using FY 2012 funding must be submitted to the vendor by 08/30/2012 to ensure completion by fiscal year end.

Any order not completed by 08/31/2012 will be posted in September against FY 2013 funding.

FY 2013 funded orders:

All FY 2013 orders must have an accounting date of 09/01/2012 or later.

Orders needing to be in place on 09/01/2012 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/11/2012.

No TechBuy punch-out orders using FY 2013 funding may be entered/submitted prior to 09/01/2012.

Renewal orders based on current FY2012 orders must be submitted to Purchasing by 07/09/2012 to enable processing and completion by fiscal year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities.)

**TEAM App
registration
Year End
Guidelines**

Links to some Purchasing contracts

You may find the below links to website helpful in searching for products/services on a Purchasing contract:

Term Contract/State Contracts

http://www.window.state.tx.us/procurement/contracts/all_term/

TxSmartBuy

Texas Multiple Award Schedules (**TXMAS**)

<http://www.window.state.tx.us/procurement/prog/txmas/>

Department of Information Resources (**DIR**)

<http://www2.dir.state.tx.us/ict/contracts/Pages/ProductsServices.aspx>

Educational & Institutional Cooperative Purchasing (**E&I**)

<https://www.eandi.org/Default.aspx>

FirstChoice Cooperative

<http://www.fccoop.org:8080/web/guest;jsessionid=a63a37317cf419a577134dccf328>

Novation/Provista <https://www.provistaco.com/>

Premier

Texas Interlocal Purchasing (**TIPS**) <http://www.tips-usa.com/>

The Cooperative Purchasing Network (**TCPN**) <http://www.tcpn.org/>

BuyBoard <https://www.buyboard.com/>

National Joint Powers Alliance <http://www.njpacoop.org/>

U.S. Communities <http://www.uscommunities.org/>

Upcoming Training Opportunity

Contract Manager and Procurement Selection Training via TechLink coming in June.
Training dates will be announced via TechBuy User Group email.

Purchasing Department Contacts

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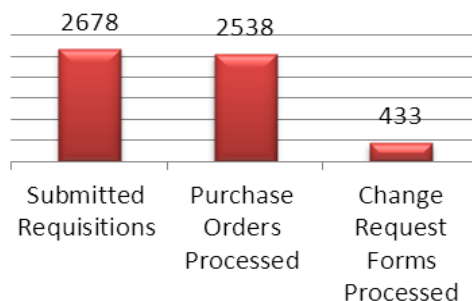
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Purchasing Dashboard May 2012



Stay updated and informed!

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



TTUHSC Contract links
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