



The TTUHSC Purchasing Corner

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Cost savings for Ethanol Purchase

TTUHSC holds a federal permit allowing the purchase of ethanol tax-free (no federal excise taxes). Safety Services can provide USP/NSF grade ethanol to research laboratories and departments in bulk or various container sizes. This extends substantial savings on ethanol purchases compared to purchases from commercial vendors. The ethanol is laboratory grade and meets applicable standards for purity. To purchase simply go to: www.ttuhs.edu/admin/safety/forms/Alcohol.aspx. Fill out the required information and submit your order. Follow the appropriate instructions for each regional campus. Distribution will be the following Wednesday morning at 10:00 am, unless alternate arrangements have been made. If you have any questions, contact your local Safety Services office.

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 6/03/2011 to ensure completion by fiscal year end.

Non-Catalog TechBuy orders using FY 2011 funding not requiring bids must be submitted to Purchasing by 8/22/2011 to ensure completion by year end

Punch-out and Catalog TechBuy orders using FY2011 funding must be submitted to the vendor by 8/30/2011 to ensure completion by year end.

Orders not completed by 8/31/2011 will be posted in September against FY 2012 funding.

All FY 2012 orders must have an accounting date of 9/01/2011 or later.

Orders needing to be in place on 9/1/2011 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 6/10/2011.

Renewal orders based on current FY2011 orders must be submitted to Purchasing by 7/8/2011 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities)



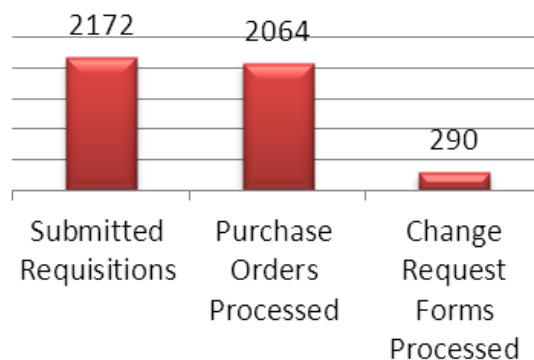
Be sure to sign up for the TechBuy User Group at: <http://www.fiscal.ttuhs.edu/banner/usergroups/UserGroups.aspx>

No TechBuy punch-out orders using FY 2012 funding may be entered/submitted prior to 9/01/2011.

Important Notes:

Encumbrances on E&G funds (funds that start with a 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/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.

Purchasing Dashboard April 2011



Honorarium Payments

To ensure proper and timely payment of Honorariums please contact Payment Services at accounts.payables@ttuhs.edu to schedule payment. The issuance of a Purchase order for Honorarium will not initiate the payment process. Only Purchase orders marked and processed as advanced pay required will initiate a payment. In all other instances Payment Services must be contacted to initiate payment.

