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Special points of interest:

- Contract/Agreements for signatures
- Fiscal year guidelines
- TechBuy punch-outs
- Production Dashboard

The Purchasing Office has created an automated way to submit minor purchasing contracts/agreements that require signature. The link is contained in the Techbuy application for easy access. Please consider this option in the event of a contract signature requirement not directly associated with a TechBuy requisition.

Minor Purchasing Contract/Agreement Submission for Signature

In an effort to more efficiently execute and track contract documents not directly associated with a TechBuy requisition, Purchasing requests that you submit your purchase related contracts thru the below e-mail link.



Please Include:

Department Contact

Intended Payment Process (Direct Pay/PCard)

Reference Information

Required Response Date

If the vendor's document contains legal terms and conditions, consider asking them to review and sign the TTUHSC standard addendum and submit along with the contract to Purchasing. This can expedite the approval process.

Link: [TTUHSC Standard Addendum](#)

Fiscal Year End Purchasing Guidelines

FY 2013 funded orders:

Orders using FY 2013 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 06/03/2013 to ensure completion by fiscal year end.

Non-Catalog TechBuy orders using FY 2013 funding not requiring bids must be submitted to Purchasing by 08/23/2013 to ensure completion by fiscal year end.

Punch-out and Catalog TechBuy orders using FY 2013 funding must be submitted to the vendor by 08/29/2013 to ensure completion by fiscal year end.

Any order not completed by 08/30/2013 will be posted in September against FY 2014 funding.

FY 2014 funded orders:

All FY 2014 orders must have an accounting date of 09/01/2013 or later.

Orders needing to be in place on 09/01/2013 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/11/2013.

No TechBuy punch-out orders using FY 2014 funding may be entered/ submitted prior to 09/01/2013.

Renewal orders based on current FY2013 orders must be submitted to Purchasing by 07/09/2013 to enable processing and completion by fiscal year end. (Examples: space and equipment rentals/leases, maintenance

Entire guidelines and information may be accessed from below link, also other specific links to web-pages listed below:

<http://www.ttuhscc.edu/budget/quarterlyfaminutes130422.pdf>

Request PO / Encumbrance Close from the PO & Enc Change Request link at http://www.fiscal.ttuhscc.edu/downloads/PO&Enc_Change_Request.xls

New Accounting Services mailbox: hscacc@ttuhscc.edu Purchasing department mailbox: purchasing@ttuhscc.edu

HSC Budget Office mailbox: hsc.bud@ttuhscc.edu Accounts Payable department mailbox: accounts.payables@ttuhscc.edu

**Fiscal Year 2013
Guidelines and
Fiscal Year 2014
Guidelines**

TechBuy Updates

TTUHSC Contract Tool

Choosing a contract vendor means bidding work has already been done for you!

This tool can be accessed from Welcome To TechBuy:



Link: [Purchasing](#) (e-mail link for additional assistance.)

New TechBuy punch-out suppliers added

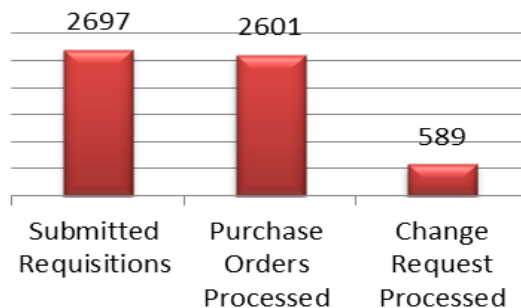


TechBuy updates
New punch-out suppliers
Purchasing Contacts
Purchasing Production

Purchasing Department Contacts
 Office phone number; 806-743-7841
 Fax number 806-743-7850

John Haynes, Managing Director - 743-7387	Shawn Olbeter, Associate Managing Director- 743-7386
Lora Turpin, Section Manager - 743-7392	Janice Brumley, Section Supervisor -
Dolores Ramirez, Unit Supervisor - 743-7385	Janice Brumley, Section Supervisor— 743-7389
Sylvia Bradley, Sr. Purchaser - 743-7390	Teri Floyd, Sr. Purchaser - 743-7384
Juan Lucero - Purchaser - 743-7391	Linda Anderson, Analyst II - 743-7388

**Purchasing Dashboard
 April 2013**



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>

