



# The TTUHSC Purchasing Corner

Issue Number 10

The newsletter of the Purchasing Department

November 2010

## PO & ENCUMBRANCE CHANGE REQUEST FORMS

When saving your PO & Encumbrance change request forms please save as an Excel document and name as either the PO or TB number.

## W-9

The W-9 is only used for US citizens and resident aliens. It is not for use by a foreign national or non-resident alien. Please contact the Tax Compliance Office or the Vendor set-up team if you have questions regarding which form to use.

[vendorteam@ttuhsc.edu](mailto:vendorteam@ttuhsc.edu)

## NOTARY PUBLIC

If you need to procure a Notary Public Seal renew your designation as a Notary Public, state of Texas employees must work through the Texas Tech University System Risk Management Office. Debbie Etie is the contact for questions and can be reached at (806) 742-0212.

For more information click on the following link:

[http://www.texastech.edu/System/riskmanagement/Notary\\_Bond\\_Info.html](http://www.texastech.edu/System/riskmanagement/Notary_Bond_Info.html)

<http://>

**You are no longer required to send pre-approval forms for official functions to purchasing for an event ID number to be assigned. Please send the completed form to Payment Services (STOP 9077) attached to your Direct Pay transaction.**

## TechBuy Airgas/Cuevas Order Procedures

Please ensure that you are adding the appropriate cylinder use fee to all purchase orders. There are many invoices without the necessary fee requiring requests for modification and delays in payment processing.

Currently there are **three** cylinder use fees to choose from. The correct fee is determined by the size of the cylinder you are ordering.

- 80 cu ft. or less \$3.00 Cylinder use fee Code RNTTTUCYLUSEMML
- 80 cu ft. or more \$7.00 Cylinder use fee Code RNTTTUCYLUSELRG
- Liquid cylinders and pack cradles \$23.50 Cylinder use fee Code RNTTTUCYLUSELIQ

For more information, see the TechBuy Updates section on the TechBuy training page located at <http://www.fiscal.ttuhsc.edu/purchasing/techbuydoc.aspx>

## TechBuy 10.3 Updates

1. Shopping cart changes: introduction of the new "Simple Shopping Cart"
2. Improved checkout process, user-guided checkout and enhanced error management
3. Preview requisition and purchase order in **Search results and Approvals**
4. Reset of custom fields when using the copy to new cart function
5. Improved error handling

## Lower Your Maintenance Costs by 25% with The Remi Group!

TTUHSC, through its affiliation with the UT Supply Chain Alliance, has opted into a contract with **The Remi Group** to provide maintenance services for laboratory equipment, general office equipment, and medical equipment for 25% less than current OEM pricing. **Use your current OEM provider, and realize a 25% cost savings.** Please click on the link for more information: <http://www.fiscal.ttuhsc.edu/purchasing/collateral/TTUHSC%208-30-10%20mm.pdf>.

## Controlled Property Class Codes

Hand Guns*	Rifles *	Cameras
Stereo Systems	Desktop CPU– not Apple	
Video Recorder/Laser disk Player	(TV, VCL, Camcorder)	
Printer (not portable)	CPU Desktop– Apple	
Data Projectors	Portable CPU– not Apple	
Portable Apple CPU/Laptops		

**\*Note: property listed with \* are controlled at any cost. All other class codes are controlled at \$500 to \$4,999.00.**

## REVISED OP 72.05

### Determination of Employee or Independent Contractor Status

According to the IRS, a worker is an employee under common law rules if the person for whom the work is performed has a right to direct and control the worker, both as to the final results and as to the details of when, where and how the work is to be done. Where the employer does not possess that right, the individual involved is an independent contractor, not an employee.

An independent contractor must complete and submit the *Independent Contractor Questionnaire (ICQ)*, which can be accessed at the [Purchasing Homepage](#). The questionnaire will be reviewed and approved by the Texas Tech University System Tax Compliance Office.



## Purchasing Dashboard - October 2010

