



# The TTUHSC Purchasing Corner

Issue Number 9

The newsletter of the Purchasing Department

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## TECH BUY USER GROUP LIST

Don't miss important news and announcements!

[Click Here](#) to subscribe to the TechBuy Users Group List.

## NEED HELP WITH TECHBUY?

TechBuy training documentation and video tutorials can be found on the Purchasing Website.

[Click Here](#) to explore the training materials.

## INK & TONER CARTRIDGES

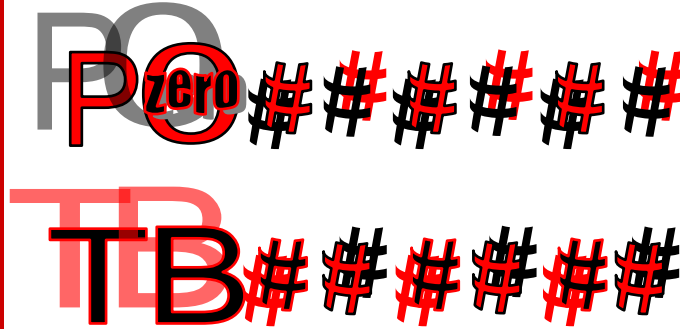
Did you know that if Staples branded toner & ink cartridges & Staples branded office supplies had been ordered, the institution would have saved an additional \$72,000 in the last 12 months?

## NEED AN EVENT ID?

Be sure to indicate where you plan to purchase the food for your event!

For specific requirements see OP 61.07

## Researching a TechBuy Transaction?



TechBuy purchase orders are assigned a number based upon the selected form (non-catalog or standing order).

## Reviewing a TechBuy Requisition

If you are an Approver you have the responsibility of reviewing requisitions to ensure that the Institution's purchasing policies have been followed and that accounting information is correct. A complete list of all account codes has been located on the [Purchasing website](#) for your convenience. Incorrectly coded RQs can be returned for edits and even automatically rejected by the TechBuy system.

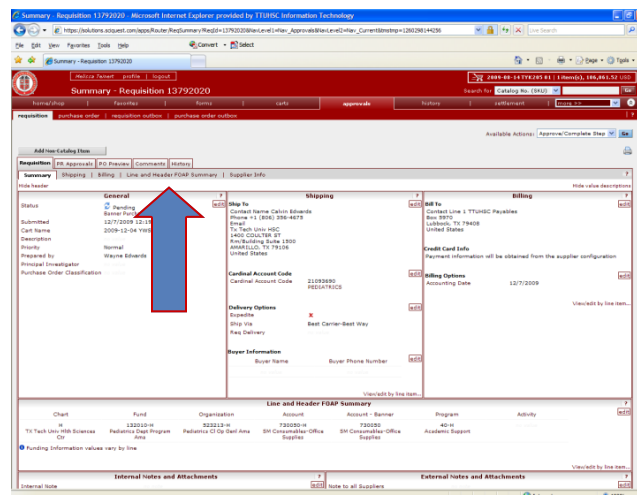
[Click Here](#) to access the account codes

## Reimbursements

Prior written approval is required for all employee reimbursements. Please send all pertinent details explaining why authorized purchasing methods, including the purchasing card, cannot be used for the transaction in an email to [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

Please electronically attach the email exchange including approval to your TechBuy requisition and forward original receipts to Purchasing MS 9021.

## Multiple Items In TechBuy



If you have multiple items on a TechBuy requisition you may need to assign different account codes at the line item detail level. For example, office furniture can be included on the same requisition but cannot be coded as Consumable—Office Supplies. To enter a FOP or account code that is different than the Header, select the tab “Line and Header FOAP Summary” and edit the line item accordingly

