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## Special points of interest:

- Professional Purchasing
- Online PO/ Encumbrance request
- Receiving procedure
- Insurance Requirement
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## Procurement Professionalism

Excellence is consistently doing your best, without regard for who will or won't ever know. It's done by organizations, management and individuals. Organizational excellence should be the standard at the highest level, and not just based on giving it lip service. Excellence should be demonstrated and insisted upon daily.

One of the fundamental tasks of procurement professionals is to interact with vendors to procure the goods and services required of our institution. Procurement is responsible for ensuring fair and open practices with our vendor community. Establishing a mutually beneficial relationship requires that procurement communicate to vendors their expectations and the consequences of failing to fulfill those expectations.

It is important to explain in great detail the established procedures for dealing with unacceptable quality levels or the unfortunate occurrence of a contract breach. Procedures can include issuance of a cure notice, show cause notice and notice of termination for default. Additionally, we are trained to document any deficiencies in goods received or services being rendered.

*“Every profession relies upon values, principles and practices to define its operating code and the requirements that distinguish its practitioners from non-professionals.”*

## TechBuy System Enhancements Revision

### TechBuy Comment Enhancement

View all document comments and history on a single tab. No more toggling! Includes PRs, POs, Invoices, and Receipts

### TechBuy Receipt Enhancement

TechBuy Users should contact Accounts Payables by email at; [Accounts.payable@ttuhsc.edu](mailto:Accounts.payable@ttuhsc.edu) for assistance to reopen receipts and inquiries.

TechBuy Showcased Supplier **Promega** will soon be available as a Punch-out supplier

**The previous excel encumbrance change request form has been inactivated as of September 15, 2011. Encumbrance changes must be submitted on the online PO/ encumbrance request application form. This Application is available from the WebRaider portal, F&A Work Tools Tab, in the Purchasing / Payment Service Channel.**

## TechBuy Receiving Information

Receiving must be completed in TechBuy for all items and services received by the institution. This includes e-Invoices. Although departments are not receiving paper invoices or requests from Accounts Payable to complete receiving for invoices received in TechBuy, receiving must still be completed timely (in TechBuy) for all items received. The date the items were received **MUST** be entered under "Receipt Date". If a date is not entered, the day the receiving receipt was created will appear as the receipt date.

TechBuy Enhancements

TechBuy receiving information

Reminders

## Reminder

### Insurance requirement for installation or services performed on TTUHSC Property

A current insurance certificate with the following: (as modified by law on 91/05)  
Minimum insurance requirements for contractors and vendors for contracts or P.O of \$100,000.00 or less  
Automobile Liability - \$500,000.00 each accident limit for bodily injury and property damage  
Commercial General Liability (must include products and completed operations) - \$500,000.00 per occurrence bodily injury and property damage  
Workers' Compensation – Coverage A in compliance with Texas law. Coverage B \$100,000.00 / \$500,000.00 / \$100,000.00  
For contracts or P.O exceeding \$100,00.00:  
Automobile Liability \$1,000,000.00 each accident limit for bodily injury and property damage  
Commercial General Liability (must include products and completed operation) - \$1,000,000.00 per occurrence bodily injury and property damage  
Workers' Compensation – coverage A in compliance with Texas law. Coverage B \$100,000.00 / \$500,000.00 / \$100,000.00

To review database of suppliers with a current insurance certificate on file please access link below, this can also be accessed from Purchasing Processes web page.  
<http://www.fiscal.ttuhsc.edu/purchasing/collateral/Insurance%20Certificate%20Index.pdf>

## Delegated Purchases and Procedures

Departments have been given the delegated authority to obtain quotes or bids for request of commodities or services (including shipping) that will not exceed \$25,000.00. Because TTUHSC employees have the delegated authority to obtain informal quotes for purchase requests not exceeding bid limits, it is important to understand the bid requirements prior to making the decision to submit a TechBuy requisition. The link provides a guideline when bids maybe required, further details are available from Purchasing Processes > purchasing manual.  
<http://www.fiscal.ttuhs.edu/purchasing/collateral/Bid%20Limits.pdf>

### Important Notice

TTU Risk Management Office will no longer be receiving Notary Applications and acknowledgement for processing. It will be the responsibility of the departments purchasing the Notary to mail their own paperwork to HSC Purchasing (STOP 9021) also indicating the pending TechBuy requisition number. Advance pay required must be selected on the requisition and a note within the Internal Notes and Attachments field indicating the original documentation is being forwarded to Purchasing.

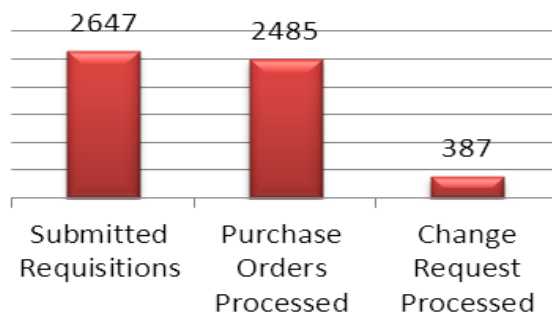
**Delegated Purchases**  
  
**Notification**  
  
**Purchasing production**

#### Purchasing Department Contacts

Office phone number; 806-743-7841  
Fax number 806-743-7850

John Haynes – Director ext. 262	Dollie Banos – Purchaser ext. 267
Shawn Olbeter—Sourcing Manager ext. 261	Teri Floyd—Analyst ext. 259
Bodie Taylor – Sr. Purchaser ext. 263	Dolores Ramirez—Vendorteam Unit Supervisor ext. 260
Sylvia Bradley – Sr. Purchaser ext. 265	

#### Purchasing Dashboard October 2011



#### 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>

