

12 Purchasing Responsibilities

TechBuy is the eProcurement system used by all charts within the Texas Tech System. Authorized HSC shoppers can sign in to purchase items from a selection of contracted suppliers. Shopping carts can be created by shoppers and submitted to requesters where the departmental requester or approver will review and approve. TechBuy also processes purchases for non-contracted suppliers. Such purchases must be approved by a department approver and Purchasing.

Visit: [TechBuy Training](#) or [TTUHSC OP 72](#) for more information.

Contact Purchasing@ttuhsc.edu with questions.

01
Request
Access

Request that the Fund Manager assign the Shopper or Requester role to you in TechBuy.

07
Ensure
Compliance

Acquiring goods and services prior to receiving a Purchase Order (PO) is considered a Non-Compliant order.

02
Review
Definitions

Review the TechBuy Basics [link](#) to help with TechBuy definitions.

08
Observe
Bid Limits

Any order that is \$15,000 or over will require a Sole Source Justification or an informal bid. Any order that is \$50,000 or over will require a Sole Source Justification or a formal bid.

03
Utilize
Job Aids

Utilize the Job Aids [link](#) to assist with the completion of a requisition.

09
Maintain
Proper
Coding

Maintain correct account coding using the [link](#) provided.

04
Determine
Requisition
Type

Determine the type of requisition you should use (e.g., Punch-out, Standing Order, Non-catalog, or Direct Pay).

10
Attach
Purchasing
Form

Ensure the right form is attached to the requisition.

05
Obtain W9

Obtain a W9 and complete the Vendor Form to set up a new vendor, and attach to requisition.

11
Provide
Address/
Mail Stop

Provide the correct ship-to address and mail stop on the requisition.

06
Procure
Quote

Get a quote with the vendor address, part(s), price, and GPO contract number (if available).

12
Submit
Change
Request

Use the Encumbrance Change Request to increase or decrease the unit price on a PO and to add or remove a Fund, Organization, Account, and Program (FOAP).