

TTUHSC DIRECT PAY SYSTEM

August 3, 2011

New POs not needed for Aqua One



New POs are **NOT** needed for Aqua One unless changes have been made to your water/services.

If you would like to initiate **NEW SERVICE** with Aqua One, please submit a standing TechBuy purchase order with two line items; one for the bottles and another for the rental of equipment each in the amount of \$1.00. *No encumbrance will be established.*

If you would like to change your service to Aqua One to receive the contract rates, please email Purchasing@ttuhsc.edu.

Payment Instructions:

Please collect driver invoices and hold until your department receives the Aqua One monthly statement each month. Verify driver invoices with the monthly statement and submit a single transaction for the amount due in the Direct Pay System. Select the **Coffee/Soft Drinks and Water/Srvc** category. Submit the statement and invoices as back-up documentation with the Direct Pay transaction to **Accounts Payable @ MS 9077**.

Please send any new POs and Aqua One account numbers to
Accounts.Payable@ttuhsc.edu

Note that if other items are purchased through your water service(s) vendor, the amount of the items not water/services must be processed on a different Direct Pay Transaction with the correct account code.



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu