



The TTUHSC Purchasing Corner

Issue Number 13

The newsletter of the Purchasing Department

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Laboratory Animal Resources Center (LARC) is committed to providing TTUHSC faculty, staff, and students with high quality, cost-effective research animal resources.

Just a reminder...*all animals MUST be ordered through your local LARC office.*

<http://www.ttuhsc.edu/centers/larc/default.aspx>

LARC approved vendors for purchasing animals for research and training purposes. Although subject to acclimation, they are not quarantined for infectious pathogens. "We are confident in the quality of the animals they provide."

Charles River Laboratories/
National Cancer Institute

Covance Research Products

Harlan-Sprague Dawley/National Institute on Aging

Jackson Laboratories

Myrtle's Rabbitry

Taconic

Xenopus Express

TPASS Term Contract Update:

The following **RENEWAL ONLY** contracts for mail equipment; photocopiers and facsimile equipment will expire on August 31, 2011 and will NOT be renewed:

979-A1 Postage Scales, Conventional/Electronic/Digital Rental - Renewal Only

985-A1 Mailing Machines Rental - Renewal Only

985-A2 Postage Meters Rental - Renewal Only

985-A3 Photocopier Leases - Renewal Only

985-A5 Photocopiers Rental - Renewal Only

985-A6 Photocopiers Rental - Renewal Only

985-B1 Facsimile Transceivers Rental - Renewal Only

985-R1 Postage Meters Rental - Renewal Only

It is recommended that replacement orders be processed for installation by or before August 31, 2011.

Specific departments have been notified and made aware of the discontinuation of these state contracts. For assistance in obtaining information regarding other available sources or institutional contracts please email sylvia.bradley@ttuhsc.edu

Attention OP 72.16 Official Functions, Business Meeting and Entertainment has been Revised effective 1.31.2011

HSC OP: 72.12, Payments to Nonresident Aliens

A nonresident alien is defined as any individual or entity that is not a United States citizen or is not a permanent resident alien.

A department inviting a visiting speaker/lecturer, guest or artist/performer should contact both the International Employment Services (IES) which is in Human Resources and Tax Compliance Reporting (TCR) prior to the guest's arrival on campus. IES will work with the department and guest to ensure that TTUHSC can legally make a payment to the guest pursuant to United States immigration laws. If the guest does not have a SSN or ITIN or if the required information is not obtained, tax must be withheld at the rate of 30%.

Please review OP 72.12 for additional guidelines and information.

Do I Need a Deviation Approval?

Purchasing Card OP 72.15 includes a list of prohibited uses of the p-card. Included in the list are "office and medical supplies." If you intend to use a p-card to purchase either an office or medical supply you may need a deviation but how do you know. Below is a simplified definition of the types of office and medical supplies which require a deviation.

Office supplies encompass a wide range of materials that are used on a regular, daily basis. For example, pens, writing paper, notebooks, Post-It notes, scissors, erasers, computer diskettes and CDs, binders, file folders, labels, tape, basic reference materials (dictionaries, etc.), envelopes, toner cartridges, etc.

A **medical supply** refers to the non-durable, disposable health care materials. For example, swabs, catheters, syringe sets, gloves, bandages, etc. Consumable medical supplies:

- Are usually disposable in nature;
- Cannot withstand repeated use by more than one individual;
- Are primarily and customarily used to serve a medical purpose;
- Generally are not useful to a person in the absence of illness or injury
- May be ordered and/or prescribed by a physician

Purchasing Dashboard - January 2011

