

# Hot Topics

*from Business Affairs*

## Comply Before You Buy

February 2023

Shopping for and buying interior finish items such as furniture and floor coverings for updating departmental furnishings can be fun. But the process is not so much fun when the department has to fund the replacement of items that have not been submitted for proper review and do not comply with applicable codes.

### Comply Before You Buy

You can avoid these pitfalls when you comply before you buy. Per [HSC OP 61.19](#), “employees and TTUHSC departments are prohibited from independently selecting, purchasing and installing interior finish items to include carpet, flooring, wallpaper, wallpaper borders, drapery, window treatments, wall covering interior design services and other related items.” Facilities Planning, Design, and Construction (PD&C) is charged with code review, supporting selection, procurement and approval of all products within our facilities.



The policy applies regardless of payment method used. All TechBuy requisitions submitted with the above items that have not been reviewed by PD&C will be forwarded for approval prior to the order being completed. PCard users wanting to purchase any of the above items also need to seek approval prior to using their card.



### Work Request System

Departments may submit a request to PD&C to review the items prior to submitting a TechBuy requisition. New departmental furniture requests should be submitted via the TTUHSC Work Request system at: <https://app4.ttuhscc.edu/FacilitiesApps/>.

For questions, contact Purchasing at [purchasing@ttuhscc.edu](mailto:purchasing@ttuhscc.edu).



**Work Request**

Contact Information	Location Information
Contact Name *	Select Campus * Lubbock
Contact Phone *	Select Building * Other
Contact Email *	Building Number Other
Select Department *	Select Floor Other
ORG Code *	Select Room
Additional Emails	

**Request Information**

Request Summary \* Furniture - Departmental

Date Space is Available Department FOP \*

Requested Completion Date Please know that if this request is not chargeable, your FOP will not be charged.

Requesting Estimated The deadline for use Additional Information

To Add You may attach multiple files if they are in the same folder and total less than 5 MB.

**Submit**

**Enter Information for New Departmental Furniture Requests and Submit for Approval**

