



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Procurement Quarterly Meeting Agenda

Anticipated Duration: 2 Hours

Presenters: John Haynes, Managing Director Purchasing

Laree Bomar, Associate Managing Director Payment Services

Lora Turpin, Section Manager Purchasing

Who Should Attend: The Procurement Quarterly Meeting is intended for those who utilize the TechBuy system, PCard and Travel System. Content can include live system demonstrations, discussion of system and policy updates as well as Q&A opportunities.

1) Purchasing

- a) Year End Purchasing Guidelines
- b) Board of Regents Approval (BOR) Required
- c) Federal Funds Changes
- d) Purchase Order Reminders
 1. Coding
 2. Line Item Description
 3. ICQ Checkbox
 4. Quotes
 5. Standing Orders
- e) Change Order Reminders
 1. Increases
 2. Prior Year Orders
- f) Informal Contracts and Solicitation Requests
 1. How to submit an informal contract
 2. How to request a solicitation
- g) Home Depot
- h) Sam's Club

2) Purchasing Email

- a) Sciquest.com emails
- b) Correct email: purchasing@ttuhsc.edu

3) Payment Services

- a) Year End Guidelines
- b) Recurring Payments
- c) Attaching Invoices in TechBuy
- d) Direct Pay Reminders



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Procurement Quarterly Meeting Agenda Cont.

- 4) PCard
 - a) Ask Questions First – Then Use Card
 - b) Gifts
 - c) Card Closures Due to Fraud, Lost Card, Transferring Departments and Separation from TTUHSC
 - d) PCard Review Process
 - e) Monthly Report Due Dates and Responses to Review Findings

- 5) Travel
 - a) Travel Home Page and Resources
 - b) Travel Check List and Travel Card Responsibilities

- 6) Questions and Answer Period