

PURCHASE WISE



Spring 2005

Additional Information Speeds Up Purchasing & Payment Processes

Shipping Charges - when obtaining a quote from a vendor, departments should ask how much the shipping charges will be. This information must be on the Purchase Order in order for the State to pay it. When deciding what object code to use for shipping charges, code it the same as whatever you are purchasing. Shipping charges only get coded 7786 when there is no merchandise associated with the purchase.

Attendees for Meals - when hosting a breakfast, lunch, or dinner, that will be paid on a requisition/PO, a list of attendees for the meal, and an itemized receipt must be submitted to the Purchasing Office. This information is required in the payment file.

Signatures on Invoices/Receipts - when making a delegated purchase in which you will be picking up the item(s), or a service is being provided to your department, a signed receipt with the PO number on it should be send to the Purchasing Office. This is proof for payment that the item(s)/service were received by TSTC.

Manufacturer's Numbers - In order to ensure that TSTC is ordering and receiving what you need, please use the manufacturer's number & complete description on requisitions, not the vendor's part number. Remember "Paper" could mean copy paper, calculator paper, paper towels, toilet paper, etc.

Vendor Information - should not be manually changed in the REQM screen. If the vendor you desire to use is not found in the vendor file or the address is different, make a note in the printed comments section of REQM & Purchasing will research and fix the information. In addition, when submitting new vendor information, please be sure to include the vendor's name, complete address, phone and fax numbers and their Federal ID number.

Printing - Texas Government Code requires competitive bidding for all non-impact printing, if a State facility is not being used. This includes screen printing on t-shirts and promotional items. When the TSTC Print Shop cannot be used for your print needs, please send your requisition through the Purchasing Office for bidding.

FISCAL YEAR 2005 PURCHASING CUTOFF DATE

Due to end of year closing, and the need to have as many FY '05 purchases paid for by then end of the fiscal year, it is necessary to implement a purchasing deadline. It has been determined that TSTC Waco's Purchasing deadline for fiscal year 2005 will be **Friday, July 1, 2005**.

Vice President Spradling has announced a June 1, 2005 purchasing deadline for all departments reporting to him.

Please look at your departmental needs for the remainder of the fiscal year and have your requisitions in by the deadline. Please remember that consumable items (pens, paper, etc.), must be reasonably consumable by the end of the fiscal year. This means the State will not allow us to purchase excessive amounts of office supplies at the end of one fiscal year just to use up our budget.

Communication Through REQM

Save your department time & effort by utilizing the Printed Comments in REQM to communicate with the Purchasing Department important information about your requisition. For example, if a seminar requires payment in advance, the Purchasing Office needs to know that. Otherwise, it is standard practice use the PO # to register, and for payment will be made after services are rendered. If your department must have something for a specific event, we need to know the date of the event. If given ample time to make the purchase, we can usually have your purchase here on time. Please help us by including all pertinent information on the original requisition.

Did You Know...

The following expenditures are restricted by the State of Texas:

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| Alcohol | Awards over \$50 |
| Christmas Cards | Food/Water |
| Individual Memberships | Lobbying |
| Plants & Flowers (live or artificial) | Sales Tax |
| Purchases from vendors on State vendor hold | |

Source: Texas Comptroller of Public Accounts Purchase Policies and Procedures Guide, July 2004, Chapter 2 Restricted Expenditures

REMINDER ...

A PURCHASE ORDER IS REQUIRED PRIOR TO ALL PURCHASES. NO ORDER SHOULD EVER BE PLACED BEFORE A PO NUMBER HAS BEEN ISSUED BY PURCHASING. THIS APPLIES TO ALL FUND GROUPS.

