March 25, 2011

FISCAL MEMORANDUM 11-04

TO: TTI Employees

SUBJECT: Purchase Requisition Deadlines and Reminder of Electronic Bid Posting Requirement

The TAMU Department of Procurement Services has published the upcoming purchase requisition deadlines. The deadlines that apply to the Texas Transportation Institute are as follows:

**FY 2011 and FY 2012 Funds**

<table>
<thead>
<tr>
<th>Type of Order</th>
<th>Purchase Requisition Due in TTI Business Office</th>
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<tbody>
<tr>
<td>Goods/Services over $100,000 and not under A&amp;M/State Contract</td>
<td>May 13, 2011</td>
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<tr>
<td>Goods/Services over $5,000 but less than $100,000 and not under A&amp;M/State Contract</td>
<td>May 27, 2011</td>
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<tr>
<td>Goods/Services over $5,000 and under A&amp;M/State Contract</td>
<td>July 29, 2011</td>
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The deadlines apply to FY 2012 funds when delivery is required on or shortly after 09/01/11. FY 2011 and FY 2012 requisitions received after the deadlines will be processed after requisitions that have met the specified dates and funding requirements. The deadlines do not guarantee that lead-time for delivery is adequate for all commodities or services.

Please remember that all purchases in excess of $25,000, regardless of the source of funds or procurement method, require an electronic bid posting. The electronic bid posting is for a mandatory 14-21 days. In order to meet delivery requirements, please allow additional time for the electronic bid posting when submitting requisitions in excess of $25,000.
It is the policy of the State of Texas and TTI to encourage the use of Historically Underutilized Businesses (HUBs) both directly and indirectly in contracts. The goal of the HUB Program is to promote full and equal business opportunities for all businesses while advocating the importance of supplier diversity. TAMU Procurement Services shall make a good faith effort to meet or exceed the State of Texas Disparity Study goals and to assist HUBs in receiving a portion of the total contract value of all contracts expected to be awarded in FY 2011 and FY 2012.

For information regarding TAMU contracts that TTI can use, please visit the Procurement Services website at http://purchasing.tamu.edu/ssps/suppmall. Procurements with the potential to exceed TTI’s delegated dollar limit of $5,000 may not be broken down into small purchases in an attempt to circumvent purchasing rules.

If you have any questions, please call Maggie King at 845-9859 or Kathy Cowen at 845-2284.

Don Bugh
Executive Associate Director