**Procurement Services Newsletter**  
April 2016

**Final CTP Winner!**

Congratulations to our third and final CTP winner Cecilia Gamboa. Cecilia has won two free airline tickets by booking through Caltech’s new travel management company, CTP!

**Purchasing Buyer/Subcontractor Assignments**

Purchasing Services has made some changes with regards to their *Purchasing Services Assignment Listing*.

The link below will direct you to the departmental changes that have taken place, and will provide you with your new (if applicable) Buyer/Subcontractor’s contact information. The Buyers who have been reassigned to a new division(s)/department(s) are working on scheduling a “Meet & Greet” with the appropriate personnel in your area, so you and your staff have the opportunity to meet your designated Buyer.

If you have any questions or concerns about these changes, please contact Kevin Speaks, Manager for the Subcontract’s Team or Genelle Vinci, Manager for the Buyers.

*Purchasing Buyer Assignments*
Stop Payments and Check Copy Requests

We are changing the way Disbursements will manage requests for Stop Payments and Check Copy requests. Effective Tuesday, March 1, 2016, Stop Payment and Check Copy requests will now go through the Caltech Help system. Our goal is to improve our services, provide a quick turn-around time, and increase our effectiveness. External customers will continue to contact our Procurement Hotline for assistance.

Go to access.caltech and click on the Caltech Help link. In the Request Type field, select Procurement → Accounts Payable → Disbursement → 1) Request Copy of Check or 2) Stop Payment/Reissue.

Travel Expense Reports - When Wire Transfer is the Preferred Payment Method

When sending a payment request to be processed by wire or foreign drafts, it is essential that all banking information is completed on the wire transfer request form. The form must be affixed to the travel expense report. Payment Services has a deadline of 11:00 AM each morning to process payment. Missing or incomplete banking information will cause a payment delay. When missing or invalid data is present, an email notification will be sent to the requester and Travel Services. Please see our Wire Policy for more details.

Procurement Fair 2016

Our theme is Aloha Hawaii!

Please see the attached flyer for more information.

New SuperShuttle App

Airport rides made simple.

Faster booking
Fewer screens

New App

Click above for more information.

Procurement Services - Consider it Done!

Contact Us

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Visit our Website at:
https://procurement.caltech.edu/

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Please email psnewsletter@caltech.edu with any questions or comments.
Caltech Procurement Fair

Presents

Aloha Hawaii

Thursday, June 16, 2016
10:30am to 2:00pm
Location: Travel—San Pasqual Walk
TechMart—Winnett Lawn

Please bring your mobile device.

Delicious food for purchase!

Come meet our preferred vendors!

Drawing for great prizes!

Come see these vendors and more!

CDW  Graybar  National  Hertz

SuperShuttle  Need a lift?

Hilton  Westin Hotels & Resorts

LAKE ARROWHEAD  Courtyard
Resort and Spa  Marriott

Allied Electronics  Newark  theParkingSpot

Sheraton
HOTELS & RESORTS