



January 22, 2015

TO: Texas A&M AgriLife HUB Contacts

SUBJECT: December, YTD HUB Utilization and Spot Bid Fair Announcement

Please see attached monthly reports for December 2014 including year to date figures. Your detail expenditures may be found in Laserfiche under AgriLife\5.0 Support Services Records\5.07 HUB\5.7.1 HUB Reports\5.7.1.1 Unit Reports.

Agency	Goal FY15	YTD	YTD for Previous Month
Extension	31.18%	20.33%*	21.02%*
Research	15.6%	10.59%*	11.83%*
TVMDL	18.39%	12.46%*	12.70%*

*totals including pcard

The Agency Directors will be receiving a letter from Senator Royce West requesting the Agencies participation in 2015 "Doing Business Texas Style" Spot Bid Fair, May 11-12, 2015 in Irving. As in the past, we will be soliciting and receiving bids at this event. Please consider what items we could extend requests for quotes for during this event. Next month I will include the forms for completion to take items to the spot bid fair.

Keep in mind that the daily purchases made with the procurement cards have a big impact on our HUB figures. Remind your card holders to utilize HUBs whenever possible. Thank you for your assistance with and commitment to meeting our HUB goals.

Should you have any questions, please contact Dee Ann Schneider, Director of Purchasing & HUB at 979-845-4771 or email da-schneider@tamu.edu directly for questions regarding your HUB reports.