



March 17, 2015

TO: Texas A&M AgriLife HUB Contacts

SUBJECT: February, YTD (semi-annual) HUB Utilization and Instructions for Spot Bid Fair- **Deadline April 6, 2015**

Please see attached monthly reports for February, 2015 including year to date figures.

The Agency Directors each received 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, as well as making tentative awards at this event. The form for items to be submitted for the spot bid fair is attached. Please submit your requests in excel format provided by **April 6, 2015** so that the bid opportunities can be posted to the event website.

Please see attached monthly reports for February 2015 including year to date figures(semi-annual). 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%	18.66*	18.97%*
Research	15.6%	9.74%*	10.96%*
TVMDL	18.39%	15.12%*	13.53%*

*totals including pcard

We are half way thru the fiscal year and currently are well below our stated goals. Please utilize HUBs whenever possible. 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.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>