



May 27, 2015

TO: Texas A&M AgriLife HUB Contacts

SUBJECT: April, YTD FY15 HUB Utilization

Please see attached monthly reports for April 2015 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% | 19.31* | 19.08%* |
| Research | 15.6% | 8.82%* | 9.30%* |
| TVMDL | 18.39% | 15.42%* | 15.09%* |

*totals including pcard

We are well below our stated goals and only have 3 months remaining in FY15. So, 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. Thank you to following units for submitting items for the Senator West Event – 2015 Doing Business Texas Style Spot Bid Fair: Amarillo Research, District 1, Weslaco Research, BioChemistry, Vernon, Lubbock, Corpus Christi, Administrative Services and TVMDL. We will be sending the bids that were received to your units for review and final purchase.

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/>