



September 2, 2015

TO: Texas A&M AgriLife HUB Contacts

SUBJECT: July, YTD FY15 HUB Utilization

Please see attached monthly reports for July 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%	19.30%*	18.73%*
Research	15.6%	9.20%*	9.25%*
TVMDL	18.39%	16.15%*	16.28%*

*totals including pcard

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.

In August, I announced the new HUB contract for Office supplies contract with Tejas/Staples. There are 11,000 core products discounted on this contract. If you have not shared the HUB contract details with your faculty and staff please do so. Currently orders may only be processed using an agency purchasing card until the Buy A&M e-procurement system is launched. If you have questions regarding your acct set up or you did not receive an email regarding how to set up your acct using your purchasing card, please contact tamu@tejasoffice.com.

If the faculty or staff do not have a purchasing card they may browse the following website for products with agency

pricing; https://bciprod.stapleslink.com/invoke/StaplesCommerceOne/receive?USERNAME=TAMUBROWSE&PASSWORD=tejas&HOOK_URL=http://. Once a selection has been made with contract pricing the department business office should be able to process their purchase using a purchasing card.

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

