



UTTyler
THE UNIVERSITY OF TEXAS AT TYLER

Procurement Forum

May 28, 2025



Agenda

Welcome!

Symplr - Contract Addendum – Update

- The addendum has now been integrated into Symplr (As of 4/25/25)
- The addendum Questionnaire has been removed from the website and DocuSign
- The addendum is currently being created, reviewed, and approved by Stephanie Moore

Purchasing Terms and Conditions - Update

- The link is incorporated within the print version of the Purchase Order.
- <https://www.utt Tyler.edu/offices/procurement-services/files/po-terms-conditions-v12-5-2024.pdf> (Located on the Procurement Services website)
- Upon request, you can send the T&Cs to the vendor.

Procurement Deadlines for Fiscal Year 2025

- <https://www.utt Tyler.edu/offices/procurement-services/files/utt-academic-procurement-deadlines-fy25.pdf>
- Please email purchasing@utt Tyler.edu if you have questions or concerns

PO Cleanup - May

- PO Cleanup spreadsheet for May will be emailed to requestors on Friday, May 30, 2025.
- The purpose of the spreadsheet is a departmental reminder of approved purchase orders with an encumbrance.

Q & A

If you have any questions or concerns, don't hesitate to email purchasing@uttyler.edu



Let's Not
Forget

- **PROCUREMENT DEADLINES FOR FISCAL YEAR 2025**

- The updated form is posted on the Procurement Service's website
- <https://www.uttler.edu/offices/procurement-services/files/utt-academic-procurement-deadlines-fy25.pdf>

- **Campus-Wide Pre-AFR Close Meeting**

- Thursday, June 5, 2025, 10:00 AM – 10:30 AM

- **Next Procurement Forum**

- Wednesday, June 18, 2025, 10:00 AM – 11:00 AM
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Thank you for attending the Procurement Forum!