

## DOL ETA Technical Assistance Training Grant Frequently Asked Questions

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### [Q.1 Submitting Purchase Request / Receiving Documentation](#)

May I submit one Purchase Request / Receiving Documentation form for multiple projects?

#### **Q.1 Response**

No. TWC requires a separate Purchase Request form for each training event.

### [Q.2 Incomplete Purchase Request Hotel Detail Sheets](#)

The majority of our Audio Visual (AV) requirements for a particular TAPP have been identified, but we are still waiting on several speakers to provide details regarding specific AV needs. Should we submit the Purchase Request Hotel Detail Sheet with the information we have compiled so far, or wait to submit once all AV requirements have been finalized?

#### **Q.2 Response**

Please submit Purchase Request Hotel Detail Sheets once all details have been finalized.

### [Q.3 Receiving Documentation](#)

I am in receipt of several line items of my Purchase Request, but not all. Should I submit documentation for what I have received so far, or wait until all items are received?

#### **Q.3 Response**

The receiving column on the Purchase Request / Receiving Document must be completed and submitted to [tapp.contractmanagement@twc.state.tx.us](mailto:tapp.contractmanagement@twc.state.tx.us) as items are received. This may result in submitting the same receiving document multiple times with different line items marked as received.

#### **Q.4 Locally submitted invoices**

A vendor submitted an invoice locally. What should I do?

##### **Q.4 Response**

Locally submitted invoices must be scanned and emailed to [tapp.contractmanagement@twc.state.tx.us](mailto:tapp.contractmanagement@twc.state.tx.us) within 48 hours of receipt.

#### **Q.5 Notification of Procured Items**

How will I know TWC has procured the items on my purchase request?

##### **Q.5 Notification**

A copy of the Purchase Order will be forwarded to the TAPP point of contact when awards are made and purchase orders are issued to vendors.

#### **Q.6 Signature Authority for Purchase Request / Receiving Documentation**

Who may sign a Purchase Request / Receiving Documentation form?

##### **Q.6 Response**

Signatures on the Purchase Request / Receiving Documentation must match the signature on the corresponding Technical Assistance Project Plan (TAPP). This requirement is applicable to purchase requests and receiving documentation.

#### **Q.7 Speaker Vendor ID Numbers**

The speaker scheduled to address our conference attendees does not possess a Vendor ID Number.

##### **Q.7 Response**

Social Security Numbers for each Speaker must be provided on the Purchase Request Hotel Detail Sheet.