TTUHSC DIRECT PAY SYSTEM UPDATE

March 4, 2014

TTUHSC DIRECT PAY FORMS NOW IN TECHBUY

The Direct Pay Expenditure Forms that are currently available in TechBuy are:

- Accreditation Certification-Exam Fees
- Advertising
- Donations to Charitable Organizations
- Legal Expenditures
- Lodging-Direct Bill for Non-Employees
- Magazine/Journal Subscriptions
- Membership Dues
- Postage
- Professional License Fees
- Registration Fees
- Sponsorships
- Utilities

Each form...
~ contains instructions which includes required fields
~ verifies Budget Availability
~ follows current TechBuy and Direct Pay departmental approval routing processes
~ records the history of the entire transaction in TechBuy
and eliminates mailing documents to Payment Services

Reimbursements to employees for any of the **boldfaced above expenditures** will still be processed in the old Direct Pay System.

NOTE:
Forms for Awards, Prizes and Gifts, Food & Entertainment, and the Direct Pay Employee Reimbursement will be moved to production sometime in March.

Click on Guidelines for TTUHSC Direct Pay Forms in TechBuy for more instructions. The guidelines can also be accessed by going to > F & A Work Tools tab > Accounts Payable > Direct Pay Home > Forms

Please send all questions or suggestions to Accounts.Payable@ttuhsc.edu