

# 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  
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