TTUHSC DIRECT PAY SYSTEM UPDATE

April 7, 2014

TTUHSC DIRECT PAY FORMS NOW IN TECHBUY

PLEASE BEGIN USING THE NEW DIRECT PAY FORMS IN TECHBUY

If you did not attend the scheduled training sessions, visit the Direct Pay site for pertinent information by clicking on F & A Work Tools tab > Accounts Payable > Direct Pay Home > Documents to review the following documents-

- Guidelines for TTUHSC Direct Pay Forms in TechBuy
- Tips for the Product Description Field in the Direct Pay Form

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

- Accreditation Certification-Exam Fees
- Advertising
- Donations to Charitable Organizations
- Food & Entertainment
- Legal Expenditures
- Lodging-Direct Bill for Non-Employees
- Magazine/Journal Subscriptions
- Membership Dues
- Postage
- Professional License Fees
- Registration Fees
- Sponsorships
- Utilities
- Water/Services and Coffee/Soft Drinks

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, and the Direct Pay Employee Reimbursement will be available in TechBuy sometime this month.

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