



Over View of TechBuy Reminders

Inside this issue:

Over View from previous Newsletters	1
Reminders	2
Reminders	3
Production Dashboard	3

Special points of interest:

- PHI, PII, HIPPA
- ICQ's
- Payments for honorariums
- New Vendor request
- Vendor Quotes
- Production Dashboard

PHI—PII—HIPAA

When adding comments in TechBuy DO NOT enter any Personal Health Information (PHI), Personal Identifiable Information (PII), or documents that include confidential information. The comments you enter in TechBuy are permanent and cannot be removed. Some possible PHI & PII identifiers include:

- Full name
- Postal address information, other than town or city, state, zip code
- Telephone/fax number
- E-Mail address
- Social security numbers
- Financial account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license plate numbers
- Device identifiers & serial numbers
- Internet protocol address numbers

The Health Insurance Portability and Accountability Act requires private patient data be protected. Protected Health Information or PHI under HIPAA means any information that identifies an individual and also relates to at least one of the following:

- The individual's past, present or future physical or mental health.
- The provision of health care to the individual.
- The past, present or future payment for health care.

Staff from the Office of Institutional Compliance, Contracting and Purchasing may contact you for assistance as all Business Associates are required to execute the new agreement.

OP 72.05 Determination of Employee or Independent Contractor Status

According to the IRS, a worker is an employee under common law rules if the person for whom the work is performed has a right to direct and control the worker, both as to the final results and as to the details of when, where and how the work is to be done. Where the employer does not possess that right, the individual involved is an independent contractor, not an employee.

An independent contractor must complete and submit the Independent Contractor Questionnaire (ICQ), which can be accessed at www.fiscal.ttuhscc.edu/purchasing, for each Purchase Order which is to be made payable to an individual. The questionnaire will be reviewed, any personal information removed and signed by the responsible individual in the Texas Tech University System Tax Compliance Office.

Reminders

Honorarium Payments

To ensure proper and timely payment of Honorariums please contact Payment Services at accounts.payables@ttuhsc.edu to schedule payment. The issuance of a Purchase order for Honorarium will not initiate the payment process. Only Purchase orders marked and processed as advanced pay required will initiate a payment. In all other instances Payment Services must be contacted to initiate payment.

To ensure proper and timely payment of Honorarium to US Citizen please contact Payment Services at accounts.payable@ttuhsc.edu to schedule payment. The issuance of a Purchase order for Honorarium will not initiate the payment process. Only Purchase orders marked and processed as advanced pay will initiate a payment. In all other instances Payment Services must be contacted to initiate payment.

Invoices

Invoices attached to TechBuy requisitions do not initiate payment. Documents must be forwarded to Accounts Payable department for payment to process properly.

Receiving information

Receiving must be completed in TechBuy for all items and services received by the institution. This includes e-Invoices. Although departments are not receiving paper invoices or requests from Accounts Payable to complete receiving for invoices received in TechBuy, receiving must still be completed timely (in TechBuy) for all items received. The date the items were received MUST be entered under —Receipt Date. If a date is not entered, the day the receiving receipt was created will appear as the receipt date. For additional information on required receiving, please review HSC OP 72.09.

The training tutorial can be viewed by clicking on the following link:
http://www.fiscal.ttuhsc.edu/captivate_training/TechBuyReceiving/TechBuyReceiving.htm

Employee Relocation Expenses

In accordance with OP 72.18, to the extent possible, employee moving expenses should be paid directly to the moving company through TechBuy. If anticipated cost to the vendor will exceed bid limits please email purchasing@ttuhsc.edu for movers on a contract with TTUHSC for employee relocation. All other moving expenses paid or incurred by an employee that the University has agreed to reimburse should be processed through Human Resources Employee One-time Payment System.

New Vendor Requests

Vendor code inquires maybe emailed to vendorteam@ttuhsc.edu. This mailbox is monitored by members of the HSC Vendor Setup Team.
If you need a new supplier created in an online system, the vendor setup form link is available on Purchasing Processes web page <http://www.fiscal.ttuhsc.edu/purchasing>

**Honorarium
Payments
Invoices
Receiving
Information
Employee
Relocation**

Vendor quotes

Please assure suppliers quotes or pricing information attached to TechBuy requisitions are valid; date has not expired, supplier address, phone and fax numbers or email information matches the supplier record selected.

FOAP Account Code

Having difficulties selecting the proper account code for the product or service you are purchasing? This link from the Comptroller's Expenditure Manual will provide helpful assistance:

https://fmx.cpa.state.tx.us/fm/pubs/cma/cma_09_11_sec5.pdf

Proprietary Purchase Justification Form

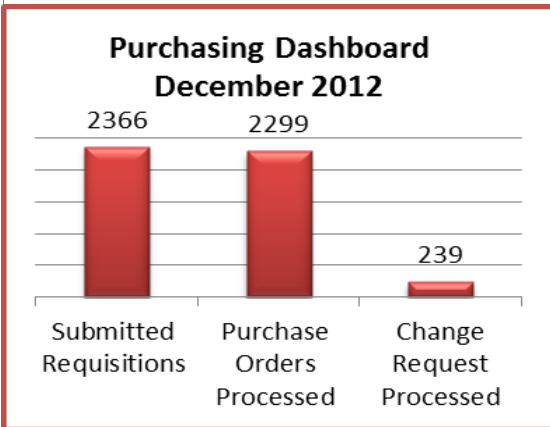
The existing sole source form has been revised to a fillable PDF form. The text boxes are formatted to provide space for extended explanation converting to a scrollable box. When document is saved the entire description will be viewable; <http://www.fiscal.ttuhs.edu/purchasing>

TechBuy users should not use the Purchasing SciQuest Support email address. That address is not monitored by TTUHSC Purchasing staff. Please use the purchasing@ttuhsc.edu email address for purchasing questions or TechBuy inquiries to receive a prompt response.

Purchasing Department Contacts
Office phone number; 806-743-7841
Fax number 806-743-7850

John Haynes, Director - 743-7387	Shawn Olbeter, Unit Associate Director- 743-7386
Lora Turpin, Section Manager - 743-7392	Janice Brumley, Section Supervisor - 743-7389
Dolores Ramirez, Unit Supervisor - 743-7385	Teri Floyd, Sr. Purchaser - 743-7384
Sylvia Bradley, Sr. Purchaser - 743-7390	Linda Anderson, Analyst II - 743-7388

- Vendor quotes
- Assistance with account codes
- Proprietary justification
- Purchasing Contacts
- Production Dashboard



Stay updated and informed!

For TechBuy news, information and updates be sure to sign up at: <http://www.fiscal.ttuhs.edu/banner/usergroups/UserGroups.aspx>

