



## Honorarium payments to foreign vendors

**\*\*There are two steps that should be followed when bringing an international guest to campus for which an honorarium payment will be made.**

First, the department needs to verify with the international office in HR that a payment can be made based on the immigration status of the guest by contacting International Employment Services. A letter is furnished to the Financial Services & Tax Office indicating that an honorarium payment can be made.

Second, the department should provide the name and email address of the individual to the Financial Services & Tax Office. Tax Compliance office would then send an email to the individual with login instructions to Glacier. The individual enters their information into Glacier, the nonresident tax software program. The software determines any applicable tax treaty exemptions and provides the completed tax treaty exemption forms (Form 8233) for the individual's signature and return to Tax Compliance office. Other forms will also be produced through Glacier (Tax Summary Report, instruction page, list of required immigration document copies, etc.). Tax Compliance office reviews/approves these documents. The Form 8233 must be signed by Tax Compliance office and filed with the IRS before payment is made to the individual.

All documentation is handled through Glacier. This provides a clear audit trail for any tax treaty benefits granted. Also, a Form 1042S will be required to be issued after year-end. By entering their information into Glacier, the Form 1042S can be provided to the individual electronically at year end along with access to a tax software program for preparing their nonresident US individual income tax return for filing with the IRS the following year.

Form 8233 will be accepted only if completed through Glacier with a completed ICQ.

### Inside this issue:

Procedure to process Foreigner Honorariums	1
TechBuy Enhancements	2
Reminders	2
Honorarium payment	2
Encumbrance request form	3
Cardinal Health	3

### Special points of interest:

- Payment procedure for Honorariums
- New TechBuy Functions/ Enhancements
- Cardinal Health
- New phone extensions

## TechBuy System Functions/Enhancement

A new functionality in TechBuy to find documents titled **Document Search** provides end users, approvers, AP staff, and administrators a new way to quickly locate purchasing documents, save repeat searches, export search results, and much more. Beginning March 25<sup>th</sup> additional features and efficiencies will be added to the **Document Search** functionality and **ALL** document types including receipts and sales orders (for Supplies Manager clients) can be searched.

## Reminders

### TECHBUY RECEIVING TUTORIAL has been updated

The receiving receipt feature allows you to enter receiving in TechBuy. All receiving information for TechBuy purchase orders must be submitted through the TechBuy receiving process.

**All orders must be received, no matter the vendor or type of order.**

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.ttuhs.edu/captivate\\_training/TechBuyReceiving/TechBuyReceiving.htm](http://www.fiscal.ttuhs.edu/captivate_training/TechBuyReceiving/TechBuyReceiving.htm)

Also found under the Account Payable website

### Delegated Purchases and Procedures

Departments have been given the delegated authority to obtain quotes or bids for request of commodities or services (including shipping) that will not exceed \$25,000.00. Because TTUHSC employees have the delegated authority to obtain informal quotes for purchase requests not exceeding bid limits, it is important to understand the bid requirements prior to making the decision to submit a TechBuy requisition.

The link provides a guideline when bids maybe required, further details are available from Purchasing Processes > purchasing manual.

<http://www.fiscal.ttuhs.edu/purchasing/collateral/Bid%20Limits.pdf>

### Sam's Club Membership

Departments now have the ability to obtain a SAM'S Club membership card. Membership fees are \$35.00 for each person who has a membership card. A department may have up to eight (8) individuals with membership cards. The membership will be in the name of the Texas Tech University Health Sciences Center/Department of \_\_\_\_\_.

The membership fees can be paid with the departmental purchasing card.

Purchases made at SAM'S Club for department use MUST be made using the department's Purchasing Card. Employee reimbursements are not allowed for SAM'S Club purchases.

NO PERSONAL PURCHASES ARE ALLOWED ON THE TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER SAM'S CLUB MEMBERSHIP CARD. This membership card reflects a tax exempt status. State employees are not entitled to tax exemption for personal purchases.

Any abuse or misuse of this SAM'S Club membership will result in the immediate revocation of the membership card and any other disciplinary actions deemed appropriate.

If an employee who has a SAM'S Club membership card terminates employment with TTUHSC, it will be the Administrator's responsibility to collect the SAM'S Club membership card.

New TechBuy  
Functions/  
Enhancements

Reminders

### Honorarium Payment

To ensure proper and timely payment of Honorarium to US Citizen please contact Payment Services at [Account.Payable@ttuhsc.edu](mailto:Account.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 pays will initiate a payment. In all other instances Payment Services must be contacted to initiate payment.

### PO/Encumbrance Change Form

When submitting an encumbrance change request to release all remaining encumbered funds of a transaction, the submitter should select the action close. Entering (-) to liquidate remaining funds will cause an error in the processing and not allow transaction request to complete.

### Cardinal Health

All Cardinal Health orders for Medical or Surgical supplies must be processed through TechBuy. If you need any assistance or having difficulty accessing the punch-out please contact Purchasing or email [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

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

Installation of the new CS1000 platform with Avaya 1230 handsets and CallPilot Voice Mail system is operable and we can be reached directly by internal dialing of the five digit phone extension, 3 + last four.

John Haynes, Director - 743-7387

Shawn Olbeter, Sourcing Mgr.- 743-7386

Janice Brumley, Section Supervisor -  
 743-7389

Dolores Ramirez, Unit Supervisor -  
 743-7385

Sylvia Bradley, Sr. Purchaser -  
 743-7390

Bodie Taylor, Sr. Purchaser - 743-7388

Dollie Banos, Purchaser - 743-7391

Teri Floyd, Analyst - 743-7384

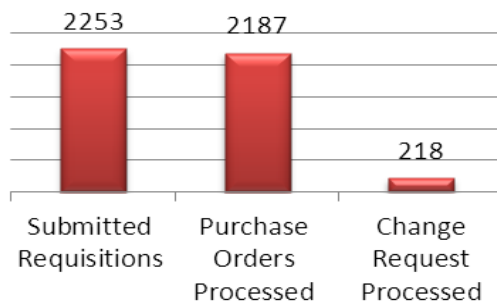
Honorarium Payments

Encumbrance change request

Cardinal Health

Purchasing Contacts

**Purchasing Dashboard  
 February 2012**



**Stay updated and informed!**

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

