Tips
from Business Affairs

T TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Business Affairs

August 2021

Sticky Note Deadlines

Need To Do!

As we enter the final stretch of the Fiscal Year-End Close, Procurement and Accounting Services want to emphasize the most "sticky" noteworthy deadlines that you don't want to miss.

Deadlines! The last day to make purchases on the PCard for FY 2021 is 8/20/2021.

PROCUREMENT

Non-Catalog TechBuy orders using FY 2021 funding (not requiring competitive solicitation) must be submitted to Purchasing by 8/27/2021 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY 2021 funding must be submitted to the vendor by 8/31/2021 to ensure completion by year end.

Any order not completed by 8/31/2021 will be posted in September against FY 2022 funding.

ACCOUNTING SERVICES

Cost Transfers in FiTS must be in Accounting Services approval queue by 9/7/2021 to ensure processing in FY 2021.

Deadlines
Service Departments must enter Interdepartmental Billings in FiTS by 9/7/2021.

FY 2021 Contract Revenue Accruals must be saved and uploaded into the Contract AR & Billing System by 9/7/2021.

Follow this link to a consolidated view of the fiscal year-end closing deadlines and processes for FY 2021. The Business Affairs Calendar also provides all of the important dates, reminders, and deadlines for all departments within Business Affairs.

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.

#work

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