



Doc Prefix	System ID Description	Contact
AA	Interest Allocation	fsm@ttuhsc.edu
AC	Student Prepaid & Def	financialservices@ttu.edu
AD	Institutional Advancement Deposits	IA.Financial@ttu.edu
AG	Institutional Advancement Online Giving	IA.Financial@ttu.edu
AR	Institutional Advancement Revenue	IA.Financial@ttu.edu
BA	HSC Budget Adjustments	hscbud@ttuhsc.edu
BC	HSC Budget Cash Transfers	hscacc@ttuhsc.edu
BH	HSC Budget Upload	hscbud@ttuhsc.edu
BL	HSC EPAF & Labor Redistributions	hscbud@ttuhsc.edu
BM	HSC Budget Payroll Encumbrance Release	hscbud@ttuhsc.edu
BZ	HSC Budget Account Pool Nightly Update	hscbud@ttuhsc.edu
CA	HSC FiTS Cost Transfer Entries	hscacc@ttuhsc.edu
CC	HSC Cost Transfers	hscacc@ttuhsc.edu
CH	HSC PCard Upload	pcard@ttuhsc.edu
CT	TTU Procurement Card	purchasing.pcard@ttu.edu
CX	TTU FiTS Cost Transfer Entries	accountingservices@ttu.edu
CZ	HSC FiTS Revenue and IPFT Entries	hsacc@ttuhsc.edu
EA	HSC Communication Services Encumbrance	dru.franco@ttu.edu
EB	HSC Comm Services Encumbrance Mod	dru.franco@ttu.edu
EC	TTU Communication Services Encumbrance	billingsupport.commsvcs@ttu.edu
ED	TTU Comm Services Encumbrance Mod	billingsupport.commsvcs@ttu.edu
EE	HSC IT Encumbrance	stephanie.arochoa@ttuhsc.edu
EG	HSC IT Encumbrance Liquidation	stephanie.arochoa@ttuhsc.edu
EH	HSC General Encumbrance	purchasing@ttuhsc.edu
EL	HSC General Encumbrance Liquidation	purchasing@ttuhsc.edu
EM	HSC General Encumbrance Mod	purchasing@ttuhsc.edu
EO	HSC Plant Ops Encumbrance	sylvia.lozoya@ttuhsc.edu
EP	HSC Plant Ops Encumbrance Mod	sylvia.lozoya@ttuhsc.edu
EQ	HSC Plant Ops Encumbrance Liquidation	sylvia.lozoya@ttuhsc.edu
EV	Travel Encumbrance	travel@ttuhsc.edu
EW	Travel Encumbrance Liquidation	travel@ttuhsc.edu
EX	HSC Encumbrance Change Request	purchasing@ttuhsc.edu
F	Banner Interface Documents	hscacc@ttuhsc.edu
G	Grant Indirect Cost Calculation JV	hscacc@ttuhsc.edu
HA	HSC General Cash Receipts	sbscashreceipts@ttuhsc.edu

Document Prefixes

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HB	HSC Bulk Mail Upload	mailservices@ttuhsc.edu
HC	HSC General Cash Receipts	sbscashreceipts@ttuhsc.edu
HE	HSC Program Code Corrections	hscacc@ttuhsc.edu
HF	HSC Fund Balance Checking Adjustment	fsm@ttuhsc.edu
HJ	HSC Ama Police	amy.bell@ttuhsc.edu
HK	HSC Student Short Term Tuition Loan	sbs@ttuhsc.edu
HL	HSC Ama SimCentral	john.smoot@ttuhsc.edu
HM	HSC Correctional Managed Health Care	kathleen.anderson@ttuhsc.edu
HP	HSC Property Management Code Change	propertymanagement@ttuhsc.edu
HR	HSC MPIP Cash Receipt Distribution	hscacc@ttuhsc.edu
HW	HSC Swift Card Program	swiftcard@ttuhsc.edu
HX	HSC Abi Facilities Srvcs	rosy.lopez@ttuhsc.edu
HY	HSC Dal Facilities Srvcs	rosy.lopez@ttuhsc.edu
HZ	HSC Fund Balance by Org	hscacc@ttuhsc.edu
I	Application Invoices (Travel, T & P)	lora.turpin@ttuhsc.edu
I	Other Gateway Invoices	accounts.payable@ttuhsc.edu
IA	HSC Invoice – Jo Anna Barela/Laura Ochoa	accounts.payable@ttuhsc.edu
IB	HSC Invoice – Lisa Northcutt	accounts.payable@ttuhsc.edu
IC	HSC Invoice – Tammy Boring	accounts.payable@ttuhsc.edu
IDH	Direct Pay Invoice	accounts.payable@ttuhsc.edu
IDM	Direct Pay CMHC	accounts.payable@ttuhsc.edu
IE	HSC Invoice – Irma Gomez	accounts.payable@ttuhsc.edu
IF	HSC Invoice – Esther Myrick	accounts.payable@ttuhsc.edu
IG	HSC Invoice – Lesa Kimbrough	accounts.payable@ttuhsc.edu
IH	HSC Invoice – Erin Lammert	accounts.payable@ttuhsc.edu
II	HSC MPIP Patient Refunds	hscacc@ttuhsc.edu
J5A	Institutional Advancement JVs	IA.Financial@ttu.edu
JA	HSC Accounting Services	hscacc@ttuhsc.edu
JB	HSC Student Business Services	sbs@ttuhsc.edu
JC	HSC Acctg Services Cash Adjustments	hscacc@ttuhsc.edu
JD	HSC Cardinal Drug	lisa.northcutt@ttuhsc.edu
JE	HSC Lbk Televox Services	julie.lawson@ttuhsc.edu
JK	HSC Parking Services	karrie.anderson@ttuhsc.edu
JL	HSC LRPS	debbie.cate@ttuhsc.edu
JM	HSC MPIP Revenue/Expense Distribution	hscacc@ttuhsc.edu
JN	HSC Physician's Insurance JV	hscacc@ttuhsc.edu
JO	HSC Plant Ops	sylvia.lozoya@ttuhsc.edu
JP	HSC Payment Services	lora.turpin@ttuhsc.edu

Document Prefixes

JR	HSC Lbk LARC	velvetlee.finckbone@ttuhsc.edu
JS	HSC Lbk Clin/Ctrl Sterile Contract	nancy.gomez@ttuhsc.edu
JT	HSC Voyager	generalservices@ttuhsc.edu
JV	Travel JV	travel@ttuhsc.edu
JW	HSC Unclaimed Wires Distribution	hscacc@ttuhsc.edu
JX	HSC Press Ganey Billing	julie.lawson@ttuhsc.edu
JZ	HSC Finance Systems Management JV	fsm@ttuhsc.edu
KA	HSC Lbk Biomedical Services	deborah.chavez@ttuhsc.edu
KB	HSC Lbk Cell Biology	maggie.ryan@ttuhsc.edu
KC	HSC Lbk General Counsel	sheila.robinson@ttuhsc.edu
KE	HSC Electronic Imaging	documentservices@ttuhsc.edu
KF	HSC Central Stores	mailservices@ttuhsc.edu
KG	HSC General Services	generalservices@ttuhsc.edu
KH	HSC Lbk Photography/Graphics Srvcs	neal.hinkle@ttuhsc.edu
KI	HSC Lbk Medical Waste	roy.calcote@ttuhsc.edu
KJ	HSC Lbk IT Projects	stephanie.arocha@ttuhsc.edu
KK	HSC Lbk Pharmaceutical Services	julie.lawson@ttuhsc.edu
KL	HSC Lbk Information Services	stephanie.arocha@ttuhsc.edu
KM	HSC Mail Services	mailservices@ttuhsc.edu
KN	HSC Lbk Educational Media Materials	lauren.hart@ttuhsc.edu
KP	HSC Printing Center	printingcenter@ttuhsc.edu
KQ	HSC Lbk IT Continuing Education	stephanie.arocha@ttuhsc.edu
KR	HSC Library Services	sandra.bagwell@ttuhsc.edu
KS	HSC Swift Print	swiftprint@ttuhsc.edu
KT	HSC Lbk Resource Nursing Pool	julie.lawson@ttuhsc.edu
KU	HSC Lbk WAN Services	stephanie.arocha@ttuhsc.edu
KV	HSC Abi Vehicle Usage	ruth.austin@ttuhsc.edu
KX	HSC Ode Mail Services	alma.gomez@ttuhsc.edu
KY	HSC Ode Vehicle Rental	roy.calcote@ttuhsc.edu
KZ	HSC Ode Facilities Services	pam.lawson@ttuhsc.edu
LO	HSC Ama Interpreting Services	debbie.wilson@ttuhsc.edu
LP	HSC Ama Maint/Operations	racheal.barron@ttuhsc.edu
LQ	HSC Ama SOP Supply	sandy.delossantos@ttuhsc.edu
LR	HSC Ama Computer Services	theresa.fairchild@ttuhsc.edu
LS	HSC Ama Procurement Assistance	linda.tarpley@ttuhsc.edu
LT	HSC Ama Pharmaceutical Supply	lee.easterday@ttuhsc.edu
LU	HSC Ama Transcription Services	debbie.wilson@ttuhsc.edu
LW	HSC Ama Machine Postage	linda.tarpley@ttuhsc.edu
LX	HSC Ama MOB Pharmacy	amy.thane@ttuhsc.edu

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Doc Prefix	System ID Description	Contact
LY	HSC Ama Research Vivarium	darla.mitchell@ttuhsc.edu
LZ	HSC Ama Support Services	linda.tarpley@ttuhsc.edu
NA	HSC Contracting A/R	hscacc@ttuhsc.edu
NB	HSC Custodial Services Lbk	roy.calcote@ttuhsc.edu
ND	HSC Planning/Design/Construct Lbk	roy.calcote@ttuhsc.edu
NE	HSC Abi General Services	ruth.austin@ttuhsc.edu
NF	HSC Communication Srvcs Expense IV	dru.franco@ttu.edu
NG	HSC Ama Linen Services	debbie.wilson@ttuhsc.edu
NH	HSC Ama SOP Rx System Support	lee.easterday@ttuhsc.edu
NJ	HSC SimLife Center	marissa.cisneros@ttuhsc.edu
NK	HSC Ama SOP Equipment Use	lisa.miller@ttuhsc.edu
NL	HSC Ama Employee Hlth Cont Lab Services	debbie.wilson@ttuhsc.edu
NO	HSC Lbk General Services Override	debbie.cate@ttuhsc.edu
NP	HSC Lbk Pediatrics Adjustments	tanya.lair@ttuhsc.edu
NQ	HSC Lbk Pathology	cheryl.hutton@ttuhsc.edu
NS	HSC General Services SUB Copy/Mail	debbie.cate@ttuhsc.edu
NV	HSC Lbk Image Analysis Center	souad.sennoune@ttuhsc.edu
NW	HSC Ama Pharmaceutical Purchasing	lee.easterday@ttuhsc.edu
NZ	HSC Lbk Core Facilities Recovery	cellbiology.biochemistry@ttuhsc.edu
P	HSC/TTU/TTUS Purchase Orders	purchasing@ttuhsc.edu
PF	Payroll State Fringe Adjustment	hscacc@ttuhsc.edu
PY	Payroll Interface from TechPay	fsm@ttuhsc.edu
RA	HSC Elp Accounting Services	accountingelp@ttuhsc.edu
S	Student Refund Invoices	karrie.anderson@ttuhsc.edu
SC	TTUS Cash Investments	sitif@ttu.edu
SH	HSC Exemptions and Waivers	sbs@ttuhsc.edu
TA	TTU Accounts Receivable	darlinda.gwinn@ttu.edu
TC	TTU Cash Receipt	darlinda.gwinn@ttu.edu
TE	TTU FiTS IVs for Education Business Activity	review FiTS for preparer
TJ	TTU Accounting Services JV Entry	accountingservices@ttu.edu
TL	TTU Procurement Services JVs	techbuy.purchasing@ttu.edu
TP	Payroll Journal Voucher	webmaster.payroll@ttu.edu
UB	TTU Police Services	kathy.behlen@ttu.edu
UC	Treasury & Cash Management JVs	sitif@ttu.edu
UD	TTUS Treasury & Cash Management Debt	sitif@ttu.edu
UF	TTU Accounting Services TARA Waivers	accountingservices@ttu.edu
UG	TTUS FPC Cost Transfers	fpc.payables@ttu.edu
UJ	TTUS FPC Encumbrances	fpc.payables@ttu.edu

Document Prefixes

UK	TTUS FPC Encumbrance Modification	fpc.payables@ttu.edu
V9	eInvoices (from TechBuy)	accounts.payable@ttuhsc.edu
WB	TTU Aux IVs with DR Restrictions	review FiTS for preparer
WC	TTU Aux IVs with No DR Restrictions	review FiTS for preparer
WD	TTU FiTS Service Ctr to Sponsored Projects	review FiTS for preparer
WE	TTU FiTS Service Ctr No Sponsored Projects	review FiTS for preparer
WH	Wire Transfers	sbscashreceipts@ttuhsc.edu
WI	TTU FiTS IVs for Designated Funds	review FiTS for preparer
XA	TTU Biotechnology Core IV	susan.san-francisco@ttu.edu
XB	TTU Physical Plant IV	laura.hayes@ttu.edu
XC	TTU Housing IV	donna.foster@ttu.edu
XD	TTU Grounds Maintenance	doris.hereford@ttu.edu
XE	TTU Department of Chemistry IV	linda.rodriquez@ttu.edu
XF	TTU Communication Services IV	billingsupport.commsvcs@ttu.edu
XG	TTU Procurement IV	techbuy.purchasing@ttu.edu
XJ	TTU Hospitality IV	rhonda.odom@ttu.edu
XK	TTU University Motor IV	janice.attebury@ttu.edu
XM	TTU Department Postage IV	mailtech@ttu.edu
XQ	TTU Daily Toreador IV	kristi.deitiker@ttu.edu
XS	TTU Bookstore SUB IV	jewel.downing@ttu.edu
XT	TTU Transportation IV	parking@ttu.edu
XV	TTUSA TOSM IV	lisa.gould@ttu.edu
XW	TTU Information Technology Operations IV	shelly.walraven@ttu.edu
XZ	TTU Central Warehouse IV	bobby.shelton@ttu.edu
YB	TTU Alumni Association IV	ivette.bascues@ttu.edu
ZZ	TTU Invoice	accountingservices@ttu.edu
*	HSC/TTU/TTUS Encumbrance Open/Close	purchasing@ttuhsc.edu

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Check Number Prefixes

Check Prefix	Check Type	Contact
!	Direct Deposit	accounts.payable@ttuhsc.edu
^	Single Use Account	accounts.payable@ttuhsc.edu
46	HSC El Paso JPMC Op Deposit	accountingelp@ttuhsc.edu
48	HSC El Paso Patient Refunds	accountingelp@ttuhsc.edu
49	HSC El Paso JPMC Op Disbursement	accountingelp@ttuhsc.edu
60	HSC Lubbock JPMC Student AR	karrie.anderson@ttuhsc.edu
66	HSC PlainsCapital Deposits	accounts.payable@ttuhsc.edu
68	HSC Lubbock JPMC Op Disbursement	accounts.payable@ttuhsc.edu
70	HSC Lubbock JPMC Revolving	accounts.payable@ttuhsc.edu
75	HSC Lubbock Patient Refunds	hscacc@ttuhsc.edu
76	HSC Amarillo Patient Refunds	hscacc@ttuhsc.edu
77	HSC Odessa Patient Refunds	hasacc@ttuhsc.edu
90	HSC PlainsCapital Gen Fnd-Revolving	accounts.payable@ttuhsc.edu
99	HSC PlainsCapital Student AR	karrie.anderson@ttuhsc.edu

Note: Check Numbers beginning with an alpha character are state bank checks and are not issued out of our local bank. State bank checks are paid from HSC Funds held in treasury with the State Comptroller's Office and are issued out of their bank.