New: Financial Manager Change Request Application


The Financial Manager Change Request allows a department to submit requests for Fund Manager or Orgn Manager changes. Once submitted, the request routes to both the From: Manager and To: Manager. Notification of a submitted request will appear in the submitter’s and the approver’s Inbox within the system.

Email notifications from the Finance New FOP System route to both the current and proposed financial manager notifying them that the request is in their queue for approval. After all approvals are completed, fund financial manager requests route to Finance Systems Management and organization financial manager requests route to the Budget Office for final review and processing to the Financial System.

Requests can be tracked through the Search feature where the status of the request can be viewed. Details about the change request are also available.
One of the most common items found in General Services is a **BOX**. We touch an average of **369** boxes daily.

**GENERAL SERVICES** - ONE department that meets the printing, copying, mailing, shipping/receiving, surplus, document scanning/storage, document shredding, vehicle fleet management, paging and other institutional needs of Texas Tech University Health Sciences Center.

**RECEIVING** handled **67,826** packages

**MAIL SERVICES** processed **839,182** pieces of mail. That's about the same number of pieces of fan mail that Walt Disney and Mickey Mouse received in 1933.

<table>
<thead>
<tr>
<th>Number of Business Cards Printed</th>
<th>Copies Made on Swift Print Copiers</th>
<th>Pages added to Laserfiche</th>
<th>Paper Recycled</th>
<th>Metal Recycled</th>
<th>Small Packages Delivered</th>
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<tbody>
<tr>
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<td></td>
<td>39.3 million</td>
<td>18.7 tons</td>
<td>51.9 thousand</td>
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<td>59.6 million</td>
<td>7.3 tons</td>
<td>53.4 thousand</td>
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<td></td>
<td></td>
<td>60.1 million</td>
<td>18.1 tons</td>
<td>67.8 thousand</td>
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</thead>
<tbody>
<tr>
<td>1.55</td>
<td>1.6</td>
<td>1.3</td>
<td>13.2</td>
<td>11.3</td>
<td>11.1</td>
<td>1.88</td>
<td>2.05</td>
<td>2.1</td>
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<td>1.6</td>
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</tbody>
</table>
NUMBER OF OVERNIGHT HOTEL STAYS [11,792] EQUIVALENT TO 32 YEARS

TOTAL NUMBER OF RECORDS PROCESSED APPROXIMATELY EQUALS THE POPULATION OF OHIO 11,437,536

TOTAL NUMBER OF INVENTORY ITEMS [15,207] EQUAL THE NUMBER OF JELLY BEANS IN 38 POUNDS

583 NEW FUNDS ESTABLISHED

PERSONAL AUTO MILES CLAIMED [1.31 million] EQUIVALENT TO A LITTLE MORE THAN 2.5 ROUND TRIPS TO THE MOON

NUMBER OF PURCHASE ORDERS PROCESSED IS A ZIP CODE IN PENSACOLA, FLORIDA 32503

TOTAL TRANSACTIONS FOR PURCHASING CARDS IS A POSTAL CODE IN STAUFENBERG, GERMANY 34355

NUMBER OF ACCOUNTS PAYABLE INVOICES PROCESSED [77,812] IS EQUIVALENT TO THE NUMBER OF SHEETS OF PAPER IN 155.5 REAMS

TOTAL ENDOWMENTS $207,378,627

TOTAL CAPITAL ASSETS $221,050,954

TOTAL CONTRACTS 3,932

NEW PARKING SPACES 454

WHICH IS ALSO THE NAME OF A CHEVROLET ENGINE

TOTAL ACTIVE TRAVEL CARDS 550
On-Site TechBuy System Training Sessions

The TTUHSC Purchasing staff will conduct on-site TechBuy system training sessions in December on the campuses noted below. The content will center around live system demonstrations of TechBuy capabilities, purchase order creation, receiving receipts, e-invoicing and direct pay.

**Abilene and Dallas**

- **Tuesday, December 8, 2015**
  - Abilene: 1:00 - 3:00 p.m. - Room ABSOP 1130
  - Dallas: 1:00 - 3:00 pm - Room DLSPSW 514 (TechLink)

**Amarillo**

- **Tuesday, December 1, 2015**
  - 10:00 a.m. - 12:00 p.m. - Room AMHSC 4713
  - 1:00 - 3:00 p.m. - Room AMHSC 4713

**Lubbock**

- **Thursday, December 3, 2015**
  - 1:00 - 3:00 p.m. - Room ACB 100

- **Thursday, December 10, 2015**
  - 9:00 - 11:00 a.m. - Room ACB 100

**Odessa**

- **Monday, December 7, 2015**
  - 9:30 - 11:30 a.m. - Room ODTHC 3206

If you have questions, contact Purchasing at purchasing@ttuhsc.edu or 806-743-7841.

Effort Certification and Reporting - ecrt

The next Certification Period for ecrt opens on Friday, January 1, 2016. You will receive an email reminder if you have effort to certify for the September 1st - November 30th Period of Performance. The Certification Period closes on Friday, January 22, 2016.

Training videos are available on the ecrt Training page. Click here to be taken to the available videos and other training documents.

For assistance, email effortreporting@ttuhsc.edu.

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Welcome to Business Affairs

**Accounting Services:**
- Robert Baxter - Accountant
- Gregory Mate - Chief Accountant

**Parking Services:**
- James Collins - Senior Parking Attendant

**General Services:**
- Derek Moreland - Senior Business Assistant, Printing Center
- Daniel Huff - Specialist II, Shipping & Receiving
- Whitney Atwood - Specialist II, Mail Services
- Kyle Kyker - Programmer/Analyst III, Document Services
- Bree Uline - Manager, Printing Center

**Personnel Changes**

**Payment Services:**
- Jo Anna Barela - promoted to Analyst II, PCard/Travel Card

**Student Business Services:**
- Samantha Franek - promoted to Senior Analyst

**Accounting Services:**
- Wendy Florence - promoted to Senior Accountant

**General Services:**
- Mark Priddy - promoted to Manager, Departmental Billing

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We welcome your feedback! Please email your comments and suggestions to: fsm@ttuhsc.edu.