Identify the Purpose of Travel

When completing a Travel Application in the Travel system make sure that you select the correct “Purpose” category. The Purpose category is used to determine the type of required documentation and reporting purposes.

If “Attend Conference” is the Purpose category selected, you must upload a conference fact sheet or agenda with the application or voucher that contains the following information:

- Conference name
- Location – city and state
- Dates – beginning and ending

Use the Travel Explanation/Comments section to provide more detail about the purpose and benefit of the travel. Include any exceptions to travel guidelines or unusual circumstances such as:

- Rental car exceptions
- Sharing of rooms or meals
- Airfare exchanges
- Multiple location trips

- Leave/Vacation included between the trip start and end dates

The information that you provide to the Travel Office in the Travel Explanation/Comments section will allow timely processing without further communication to/from the preparer.

For questions, contact the Travel Department at Travel@ttuhsc.edu.
At TTUHSC, an item becomes surplus property when the department prepares the proper paperwork and it is verified and the item is accepted by the Surplus Property Manager. All items must come through Surplus Property in accordance with State of Texas laws.

This article applies to the TTUHSC Lubbock campus. Other campuses may have items available on Public Surplus. Check with the local Surplus Property Manager for further information.

Redistribution to a TTUHSC Department:
Departments may view property during normal viewing hours or on-line at Public Surplus. You must register to view items available on-line:

- Use registration code: DO 51 WING 67.
- In the address box enter, 3601 4th St. STOP _____ (your mail STOP number).
- In option 1, enter your Department name. In option 2, enter your room number.
- Zip/Postal code is 79430-_____ (STOP number).
- Username and Password: choose your own Username and Password. Do not use your eRaider name and password. Public Surplus is not connected with WebRaider.
- For internal redistribution to a TTUHSC department, connect to your TTUHSC email account.
- A confirmation number will be sent via email.

To view the TTUHSC surplus site, click “Select Region” and Texas. Click “Select Agency” and Texas Tech University Health Sciences Center located near the bottom of the drop down list. View screen shots for visual assistance. Under the caption “View All Auctions for”, click Texas Tech University Health Sciences Center. To tag an item for redistribution, call General Services at 743-2099. Items listed for auction may be tagged for internal redistribution ONLY if a bid has not been placed on the item, or if a specific need for the item can be established by the requesting department. If you want to bid on auction items, you will need to register on Public Surplus as a buyer.

Buy TTUHSC Surplus Property for Personal Use:
If you want to buy items for personal use, click “register.” Do not use your TTUHSC email. Complete the form and go to the Buyer Agreement. Please read the Agreement thoroughly. The agreement is between the Registrant and Public Surplus, not TTUHSC. All payments will be made through Public Surplus. Public Surplus will add a 10% premium to all sales.

Surplus Store Cash and Carry:
The Surplus store is a direct sale location in which items are sold to the general public for personal use. The items in the store are generally items that have been listed on the auction site without receiving a bid. The store is located in BA109 and the hours of operation follow the same times as the surplus viewing schedule, plus Friday 1-2 p.m. The items in the store range from small items (office supplies and artwork) to larger items (file cabinets, chairs and desks). You can find some great bargains with prices starting at $1.00 and ranging up to $10.00 for some of the larger items. Items must be removed the day they are purchased. All items are subject to 8.25% sales tax unless the Buyer provides a tax exempt certification to TTUHSC General Services - Lubbock.

STORE HOURS
Monday 9 am to 10 am
Tuesday 11 am to 12 pm
Wednesday 1 pm to 2 pm
Thursday 4 pm to 5 pm
Friday 1 pm to 2 pm

BUSINESS AFFAIRS HOLIDAY PHOTOS

Shredded Paper Snowmen and Paper Tree at Southwest Campus. Created by Sylvia Bradley

Holiday Mini Tree decorated at Southwest campus. Created in Carole Wardroup’s office.

BA Holiday Tree at Southwest Campus

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Fund Manager Responsibilities

All funds have a designated fund manager. Fund managers are responsible for the financial and operational management of their funds. HSC OP 50.03 lists 10 responsibilities for fund managers at TTUHSC.

The Fund Manager must devote serious effort and energy to achieve institutional HUB (Historically Underutilized Businesses) goals.
GENERAL SERVICES

Pieces of furniture moved by Surplus
5,095
(the number of large bows that can be made with 25,475 feet of ribbon)

Miles driven by rental vehicles
59,096
(59,088 more than the necessary number of reindeer to pull Santa’s sleigh)

BY THE NUMBERS

Packages delivered by Receiving
59,700
(the number of eggs needed to make 19,900 pecan pies)

Amount of business cards printed by the Printing Center
1.5 Million
(the number of LED bulbs in 21,000 strands of Christmas lights)

Number of copies made by Swift Print
10.8 Million
(the same number of partridges in 10.8 million pear trees)

FY2016

Number of Mail Stop deliveries made by Mail Services
80,136
(the number of people fed with 4,858 normal size turkeys)

Paper recycled by Imaging
85.6 Tons
(the same weight as 2,739,200 candy canes)

Images added to Laserfiche
1.22 Million
(the same number of miles needed for 197 round trips from North Pole, Alaska to Honolulu, Hawaii)

Metal recycled
22 Tons
(weight of carrots used to make 251,428 snowmen)
2016 Business Affairs by the Numbers

- Number of Purchase Orders Processed: 35,503
- Number of Overnight Hotel Stays: 11,833
- Total Active Funds: 2,985
- Estimated calories from a Christmas meal!
- Total Active Contracts: 4,058
- Total Transactions for Purchasing Cards: 324,783
- Total Number of Records Processed: 8,945,123
- Total Capital Assets: $216,695,500
- Number of Invoices Processed by Payment Services: 64,999
- Approximate cost of an Electric Car in 2016 Neiman Marcus Holiday Catalog.
- Number of Contract Amendments Activated in FY 16: 226
- Estimated weight in tons of the world’s largest Christmas present, the Statue of Liberty.
- Average Number of Unique Documents Processed: 349,239
- Average Number of Unique Documents Processed Every Business Day: 1,323
- The average miles per second that Santa’s sleigh flies on Christmas Eve!
- Number of Travel Vouchers Approved: 8,732
- Personal Auto Miles Reimbursed: 1.35 Million
- Total Endowments: $199,407,652
- Number of Contracts Activated in FY 16: 749
Welcome to Business Affairs
General Services:
Roy Gollahon - Specialist II, Shipping and Receiving

Student Business Services:
Patricia Castillo - Senior Analyst
Alexis Gutierrez - Analyst II

Personnel Changes
Application Development:
Martin Slemmons - promoted to Programmer Analyst III

Student Business Services:
Tabitha Baines - promoted to Lead Analyst

Reminder – No PHI or PII

Invoices that have Personal Health Information (PHI) or Personally Identifiable Information (PII) should not be submitted as an attachment through TechBuy Comments. If a vendor invoice includes this information, it must be redacted prior to scanning and attaching in TechBuy.

For questions, contact Accounts Payable at Accounts.Payable@ttuhsc.edu

TechBuy System Training Sessions

Purchasing will be conducting TechBuy System Training sessions as listed below. Content will center around demonstrations of TechBuy capabilities, purchase order creation, receiving receipts, e-invoicing and direct pay. Please choose a class time from the list below and click on the link. The link will open an automated email. Add your name and click send.

Abilene and Dallas
Tuesday, December 13, 2016
Abilene: 1:00 – 3:00 – Room ABSOP 1130
Dallas: 1:00 -3:00 – DLSPSW 433 (Techlink) & DLSPVA 109AB (Techlink)

Lubbock
Tuesday, December 6, 2016
10:00 - 12:00 – Room ACB 150

For questions, contact Purchasing at purchasing@ttuhsc.edu or 806.743.7841.

Odessa & Midland
Wednesday, December 7, 2016
10:00 - 12:00 – Room ODHSC 2C41
10:00 - 12:00 – Room MD TTPM210B (Techlink) & MDPA B01A (Techlink)

HOLIDAY TRIVIA ANSWERS

2. The 1942 “White Christmas” sung by Bing Crosby.
3. No. A study showed a 50-pound child would have to eat more than 50 poinsettia leaves to have any harmful effect.
5. England
6. Santa places his finger on the side of his nose, gives a smile and a nod.
7. Four.
8. Blitzen, Comet, Cupid, Dasher, Prancer, Vixen, Dance, and Donner.
10. Six.
11. Alabama.
12. Oklahoma.

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