QUIZ THE SEASON

Test your knowledge with this Holiday Trivia. Answers on page 5.

Who is believed responsible for the first gingerbread man?

In the 10th century, gingerbread was used for what medicinal purpose?

What is the capital of the world's largest gingerbread house?

What are three distinct types of gingerbread?

To be called gingerbread, what is added to the recipe for sweetness?

Which two days are known as National Gingerbread Day?

What does the word "gingerbread" mean?
**Need to Know! Banner Will Be Unavailable**

Due to the growing needs of the Texas Tech community, Banner’s current functionality will be expanded by deploying Multi-Entity Processing (MEP). This MEP change will only affect the student areas of Banner. This functionality provides TTU, TTUHSC Lubbock and TTUHSC El Paso more room for growth and more control over their own needs within Banner.

While we recognize there is not a good time for Banner to be unavailable, the least disruptive time from **Monday, December 27th through Thursday, December 30th** was chosen to make the change. During this period, all access to Banner and related applications will not be available. The **Finance production applications and services listed here will be unavailable during this period.** In addition, checks will not be cut and inventory tags will not be issued. You need to know about this so you can plan accordingly to meet any deadlines before this period. Cognos will be available for reporting purposes during this time.

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

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**Why Should I Care? The Right Tool**

December is the time when the phrase ‘Some Assembly Required’ can cause panic. Simple tasks are much easier when you have the right tool on hand. That is why we are showcasing our Pitney Bowes Di950 inserter. Anybody can fold a letter and put it in an envelope to mail – right? But what if you are mailing 10,000 W-2’s that must go out on time, or letters to 4,000 patients announcing a change in staff, or 2,000 graduation packages? Having the right tool becomes critical.

The TTUHSC Printing Center works with Mail Services every day to meet the mailing needs of the Texas Tech University System. In fiscal year 2021 we sent 267,504 pieces of mail using our USPS Permit, sold 13,216 1st class stamps, and pre-sort metered 135,413 envelopes, and 56,703 International, Certified, and Priority packages.

You should care because departments saved almost $84,000 in postage by using pre-sort discounts. Now that’s using the right tool!

Contact mailservices@ttuhsc.edu to get anything mailed!

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**Did You Know? And the Winner Is...**

Did you know the In-Plant Printing and Mailing Association (IPMA) recently awarded a Gold Medal to TTUHSC Printing Center? And the winner is… the Dinosaur Project - custom designed and printed dinosaur COVID masks and floor graphics for the Museum of Texas Tech University!

The Museum wanted to reinforce the campus mask mandate and thought having their dinosaurs masked would be a fun and unique way to deliver that message to the public. As visitors walk around to each exhibit, there are 6ft floor decals reminding guests to maintain at least a dinosaur length distance apart; along with “stand here” dino footprints.

Follow this link for more information about the award winning Dinosaur Project. Follow this link for Three Dino-Sized Masks.

For questions, contact Printing Center at printingcenter@ttuhsc.edu.
BUSINESS AFFAIRS
BY THE NUMBERS

2021

BY THE NUMBERS

TOTAL TRANSACTIONS FOR PURCHASING CARDS
18,658 FOR $5,587,594

TOTAL NUMBER OF RECORDS PROCESSED
9,577,027

TOTAL ENDOVENTS
$265,622,539

TOTAL ENDOWMENTS
$325,563,820

NUMBER OF PURCHASE ORDERS AND DIRECT PAYs PROCESSED
30,955

TOTAL ACTIVe CONTRACTs
5,934

TOTAL CAPITAl ASSETs
$1,145,184,423

TOTAL INVOICES PROCESSED
12,877

TOTAL TRAVEL VOUCHERS PROCESSED
2,578

TOTAL CASH RECEIPTS PROCESSED
$2,677

PERSONAL MILES
433,209

TOTAL ACTIVe FUNDs
$3,423

HOTEL NIGHTS REIMBURSED
2,933

TOTAL ACTIVe CONTRACTS
5,934
General Services: By the Numbers

2021

17,667 UPS Packages Received
17,117 FedEx Packages Received
5,418 LSO Packages Received
239 Amazon Courier Packages Received
324 Compressed Gas Tanks Received
222 Other Freight Received

INCOMING MAIL - 312,429 PIECES REGULAR -- 54,789 ACCOUNTABLE/SCANNED

OUTGOING MAIL - 192,116 METERED, 267,504 PERMIT

17,117 FedEx Packages Received
1,653 UPS Packages Sent
1,570 LSO Packages Sent
13,216 First Class Stamps Sold

15,122 TTU Diplomas

888,100 Business Cards Printed:

5966 Print Orders
464 Promotional Item Orders

Average 584.5 Pager Rentals per Month

Total 49,857 Miles Driven in Rental Vehicles

3,971,288 Copies Produced on Print Center Copiers

2,484,239 Copies Produced on Office Copiers

120,786 New Documents Added to Laserfiche

186,849 Pounds Metal Recycled

96,505 Pounds Paper Recycled

This is equal to an enormous headache for one person but fortunately we have a great team that handled it all!
Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Sunny Hsu, Accounting Services, Chief Analyst
- Cody Shipley, Printing Center, Coordinator
- Mary Lou Rodriguez, Printing Center, Specialist III

Accounts Payable Reminders:

- Invoices received by the department are to be submitted through the Invoice Management System. Comments/emails to Accounts Payable are no longer required to submit invoices.
- Per HSC OP 72.09 – Stamp all invoices with the date that the invoice was received directly from the vendor. For invoices received by email, the email must be submitted with the invoice to show the date the invoice was received from the vendor.
- Invoices are placed in line for payment based on the Prompt Pay Law which states that invoices are due for payment 30 days after the date the invoice was received or the goods/services were received, whichever is later.
- Automated reminders to complete TechBuy receiving are sent out twice a week (Sunday & Wednesday) through the invoice management system. Please forward email to accounts payable@ttuhsc.edu stating TechBuy receipt number once receiving is complete.

Follow this link for a training document.

For questions, contact Payment Services at accounts payable@ttuhsc.edu.

Holiday Trivia Answers:

1. In the 10th century, gingerbread was used for what medicinal purpose?
   - Gingerbread was brought to Europe in 992 by a monk and was used to treat indigestion and upset stomach.

2. What city has the title: Gingerbread Capital of the World?
   - Nuremburg, Germany.

3. What Swedish tradition involves breaking gingerbread in your hand?
   - According to Swedish tradition, you can make a wish by holding the gingerbread in your palm, making a wish and then breaking the gingerbread with your other hand. If the gingerbread breaks into three pieces, the wish will come true.

4. Which two days are known as National Gingerbread Day?
   - June 5th and November 21st.

5. To be called gingerbread, what is added to the recipe for sweetness?
   - Molasses or honey.

6. What kind of icing is typically used to make gingerbread houses?
   - Because of its hardening characteristic, royal icing is used to “glue” pieces together.

7. What does the word ‘gingerbread’ mean?
   - The word is derived from the Old French word ‘gingebras’, meaning ‘preserved ginger’.

8. Who holds the Guinness World Record for the world’s largest gingerbread house?
   - The Traditions Club in Bryan, TX. The house is 60 feet by 42 feet, has 35,823,400 calories and is big enough to comfortably house a family of five.

9. Who is believed responsible for the first gingerbread man?
   - Queen Elizabeth I had them made to resemble visiting dignitaries and then presented them to the dignitaries as a gift.

10. What are three distinct types of gingerbread?
    - Brown gingerbread, wafer-based gingerbread and honey gingerbread.