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March 2019

the News

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

Property Inventory System Redesign

Go-Live On March 8, 2019

Business Affairs Application Development announces a redesign of the Property Inventory System that will go-live on March 8, 2019. This latest release provides a consistent look and feel with other Business Affairs websites and applications and a more seamless transition between related content sites and the redesigned Property Inventory application.

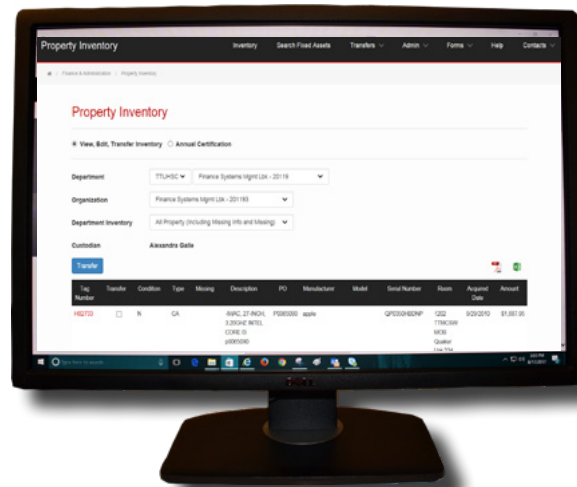
New Navigation On the Top Menu Bar

The new navigation system is located on the top menu bar. Moving the navigation from the left side of the screen gets it out of the main content area and helps to unclutter navigation while still allowing for detailed navigation on each page. The new navigation system also allows for a broader range of links through the use of extended dropdown menus.

Highlights of the Redesigned Application

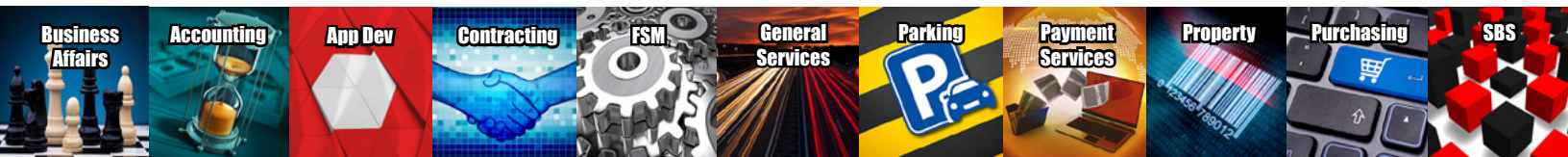
- The departmental reports and Annual Certification are on one page allowing for easy transition.

- Departmental list now includes a “Missing” column indicating missing information (MI) or missing property (M).
- Delegates are now assigned at the departmental level instead of to a custodian.
- Delegates now have the ability to approve the Annual Certification as well as transfers.
- Custodians and delegates can easily approve the Annual Certification for multiple Orgns within one page.
- The inventory listing can be sorted by column headers.
- The inventory listing is exportable to PDF or Excel.
- You can now search assets by Chart, Department/Orgn.
- You can now view scanned documents associated with an asset within the application.



For questions regarding the application redesign, contact Application Development at BusAffDev@ttuhsc.edu.

For Property questions, email Property Management at PropertyManagement@ttuhsc.edu.



Why Should I Care? **STOP** Delivery Delays

If you care about the timely and efficient delivery of inbound freight, it is imperative for Lubbock that your delivery address in TechBuy includes the STOP number. Failure to include mail STOP numbers may result in delivery delays or the item being returned to the sender. Per General Services [HSC OP 63.05](#), 12.c, departments are responsible for providing vendors with the complete proper delivery address including the STOP.



Proper delivery address when completing a Purchase Order using 3601 4th Street is:

Contact Name Your Name
Phone Your Phone Number
Email Your Email Address
TTUHSC
3601 4th St
RM/Building STOP XXXX
Lubbock, TX 79430-XXXX (STOP)
United States

DO NOT use a room number. Shipping and Receiving does not deliver according to room numbers. All other information such as “Pavilion”, “4th Floor”, “SW”, etc. should be omitted.

Managing Addresses in TechBuy

- TechBuy users can [edit delivery addresses](#) while managing their carts and requisitions.
- TechBuy users can set, update and save default addresses in their [TechBuy User Profile](#).

For questions concerning setting up, editing and managing delivery addresses in TechBuy, contact Purchasing at purchasing@ttuhsc.edu.

Need to Know! Are You A Property Custodian?

Property Custodian Responsibilities

Department Property Custodians at TTUHSC have the responsibility to manage, control and account for all assets within their department. [HSC OP 63.10 - Property Management](#) lists 13 responsibilities for Property Custodians.

#9 Off Premises: Property That Is Temporarily Removed

- TTUHSC owned and controlled equipment should not be removed from the premises of TTUHSC.
- In the event a tagged item of equipment is needed to be removed from a TTUHSC facility to an employee’s personal residence or other like facility to accomplish TTUHSC work or business “at home”, a [Temporary Use of Property Authorization Form](#) (Attachment D) must be completed and processed as instructed on the form.

For questions, contact Property Management at PropertyManagement@ttuhsc.edu.

Did You Know? Temporary Dash Pass

Parking Services wants you to know about two temporary parking passes that are available for employees and students to place on the dashboard of their vehicle. **You are not required to notify Parking Services when you are using these passes.**

[Temporary Vehicle Parking Pass](#)

Use this pass when you are temporarily driving a vehicle such as a rental car that is not registered to your parking permit. You must park in your normal parking lot. This parking pass is not valid in the Patient/Visitor parking lots.

[Temporary Visitor Parking Pass](#)

This pass allows you to park in the Patient/Visitor parking lots when you have a medical appointment at TTUHSC. Once your medical appointment has ended, you must move your vehicle back to your normal parking lot.

For questions, contact Parking Services at parking@ttuhsc.edu.

Fund Manager Responsibilities

[HSC OP 50.03 - Financial and Fund Manager Responsibilities](#) has been modified to strengthen financial operations. Recent modifications also clarify the role of Financial and Fund Managers, who have an important role in the management of TTUHSC's financial resources.

As taken from the policy: Financial Managers must ensure that an effective control environment exists including the establishment of effective controls, continuous assessment of risk, and monitoring controls as needed. FMs are responsible for assigning competent and knowledgeable staff as fund managers and delegated persons. FMs must be aware of their financial environment and should assist in improvement of TTUHSC's financial infrastructure.

The policy also lists 10 Fund Manager Responsibilities which are summarized in [Attachment B](#).

10 Fund Manager Responsibilities

Fund Managers are responsible for the financial and operational management of their funds. This is very responsibility encompassing all aspects of fund management. These responsibilities include fund over establishment of internal controls at the departmental level, transaction review, and financial responsibility.

For further information, visit: [TEAM Financial Registration Information](#), [TTUHSC Operating Policy 50.03](#)

Two mandatory training sessions are being prepared:

1. A short on-line training session that covers the OP and fund manager responsibilities.
2. An in-person fraud training session by Internal Audit that will be scheduled in the Spring.

More on training later.

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



Check Off, Submit and Approve

State law requires that a complete physical inventory be conducted and certified each year. The Annual Certification of Departmental Inventory must be completed in the Property Inventory System on or before April 30, 2019.

The [Property Inventory Checklist](#) provides important preparation steps to check off prior to submitting the Annual Certification and the redesigned Property Inventory System makes it easier to submit and approve. Allow sufficient time for updates and changes to process in the system to insure all inventory reports contain the correct information before submitting the reports for certification.

Additional information about the Annual Certification can be found on the [Property Inventory Training](#) page.

For questions, contact Property Management at PropertyManagement@ttuhsc.edu.

Updated Guidelines for PCard Deviation Request

New Guidelines as of February 1, 2019

In an effort to simplify the deviation request process when using the PCard, Procurement Services is no longer requiring deviations for permitted PCard purchases of \$100 or less with the following exceptions:

- Medical Supplies
- Pharmaceuticals
- Consumable Office Supplies

The deviation limit on book purchases has been raised from \$50 to \$100.

Any exception must have prior written approval from Purchasing and be filed with all other documentation regarding the PCard transaction.

Standard PCard policy still applies in regards to permitted and prohibited purchases. Refer to [HSC OP 72.15 - Purchasing Card Program](#).

For questions, email PCard at pcard@ttuhsc.edu.

Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Russ Wardroup, General Services-Mail Services, Manager
- Jason Coldiron, Purchasing, Senior Purchaser

On the Move in Business Affairs because of a promotion are:

- Melynda Crouch, General Services-Printing Center, promoted to Manager
- Linda Anderson, Purchasing, promoted to Senior Analyst



Clue

The Business Affairs Edition



Last edition's answer:

The Items Missing Information report.

Winners Revealed:

Congratulations to Charla Cothrin, Dolores Parrish and Michelle Sperbeck.

Answer this question correctly from the newsletter content for a chance to win a prize: What may be the result if a mail STOP number is not used for inbound freight?

Email your answer to fsm@ttuhsc.edu for a chance to win a TTUHSC power bank charger (pictured to the right). The correct answer and winner will be announced in the next newsletter. Past winners are not eligible to win.



Guest Chefs from Business Affairs

Several members of the Business Affairs team put their chef's hat on to cook a meal as part of the Ronald McDonald House Charity Guest Chef program. We had the wonderful opportunity to gather in fellowship and cook a taco meal with all the fixings for the families staying at the Ronald McDonald House (RMH). It was a very fun and rewarding experience to provide a warm meal for all of the families of the RMH. The RMH Charity offers a home away from home while the family's children are receiving treatment in a local hospital. The home serves over 400 families per year! This volunteer opportunity offers the ability to take away the burden of grocery shopping and cooking so the families have more time and energy to devote to the care of their children.

Contributors:

Rebecca Aguilar, Tabitha Baines, Kandy Bohannon, Tammy Boring, Cindi Bradshaw, Terry Dalton, Irma Gomez, Crystal Rodriguez-Harthan and spouse Brandon, John Haynes, Tiffany Hernandez, Kevin Hunt, Lesa Kimbrough, Erin Lammert and daughter Maya, Esther Myrick, and Carole Wardroup.



Follow this [link](#) for more pictures.

Procurement Quarterly Meeting

The next Procurement quarterly meeting is scheduled for **Wednesday, March 27, 2019**. The Quarterly Meeting is intended for those who utilize the TechBuy system, PCards and Travel System. Content can include live system demonstrations, discussion of system and policy updates as well as Q&A opportunities. Please plan to attend.

Join online by following this [link to Zoom](#).

The agenda and PowerPoint will be posted at a later date.

Wednesday, March 27, 3:30 – 4:30 (CT)

Abilene – Room ABSOP 1314, ABPH 2100R
Amarillo – Room AMHSC 4713, AMSOP 335
Dallas – Room DLSPSW 433, DLSPVA 109A
Lubbock – Room HSC ACB110, HQP 301H, SW 240V
Midland – Room MDPA B01A, MDTTMP 210B
Odessa – Room ODHSC 1C12, ODMCH Endo 21101

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

Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.

Click [here](#) for more on Business Affairs.

Click [here](#) to view past issues of the newsletter.

Questions or suggestions? Email: fsm@ttuhsc.edu