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March 2020

the News

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

STOP!

Prohibited Purchases Ahead

The Purchasing Card (PCard) enables a user to make purchases directly from vendors without submitting a purchase order or a Direct Pay. The PCard is not designed to replace the current TTUHSC purchasing process. It is a supplement to that process and an additional delegation of purchasing authority by the fund manager.

This newsletter installment is the second in a series of three intended to provide information about the use of the PCard. In the [December Newsletter](#), we started the series with a discussion of Permitted Purchases – all of the items for which the PCard is the preferred purchasing method. Now, let's review Prohibited Purchases.

Prohibited Purchases are items you should never buy with a PCard. The purchase of any of the items listed to the right must be processed with a purchase order through TechBuy or as a Direct Pay. Any exception must have prior written approval from Purchasing and be filed with all other documentation regarding the PCard transaction.

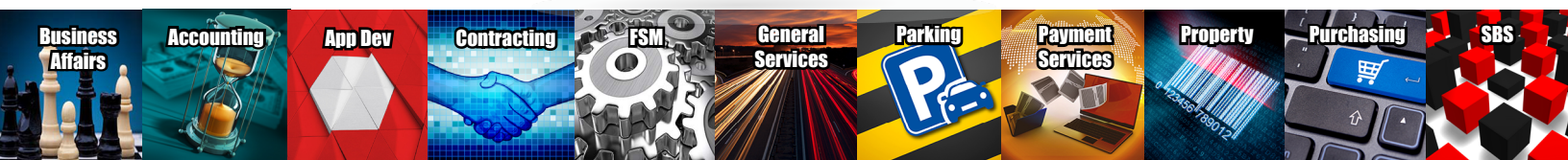
In the next newsletter, we will discuss Additional Guidance Purchases – items or certain purchase categories that have additional requirements.

For questions, contact the PCard Office at PCard@ttuhsc.edu.



- Awards and Prizes
- Blocked Vendors
- Chemicals and Other Potentially Hazardous Materials
- Consulting, Medical Services, Personal or Professional Services
- Controlled Assets
- Donations, Contributions and Sponsorships
- eBay Purchases
- Individual Amazon Prime Accounts
- In-State Sales Tax, including Tax on Carry-Out or Delivered Meals
- Lease or Rental of Space
- Medical Licenses for States other than the State of Texas
- Notary Applications
- Payments to Patient/Study Participants
- Supplies (require use of Institutional Supply Contract)
- Temporary Personnel
- Travel Related Purchases
- Uniforms (includes lab coats)

Prohibited Purchases



Need to Know! Property by the Numbers

During the Annual Certification of Departmental Inventory, **18,801** property items with a total dollar amount of **\$121,200,901** must be verified.

You Must Find It All

The main purpose of the Annual Certification of Departmental Inventory is to ensure all of the items recorded in the Property Inventory System physically exist. You must find it all! The inventory must be completed in the [Property Inventory System](#) on or before April 30, 2020.

Property Inventory Checklist

The [Property Inventory Checklist](#) provides guidance prior to submitting the Annual Certification. Allow sufficient time for updates and changes to process in the system and confirm that all inventory reports contain the correct information before submitting the reports for certification.

The [Property Inventory Training](#) page provides additional

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

Category	Number of Items	Dollar Amount
Art	54	2,626,133
Controlled	14,034	16,810,187
Equipment	4,547	95,339,346
Software	73	4,136,583
Vehicles	93	2,288,652
Total	18,801	121,200,901

Did You Know?

Reserved Parking Available

Did you know reserved parking is now available at the TTUHSC Main Campus?

There are two types of reserved parking. The first is reserved space, where a specific numbered space is assigned to the employee. These are scattered around campus and are marked in **green** on the [Parking map](#). The second is area reserved, where the employee may park in any available space in the specified lot marked in **orange**. Student parking will not be available in any of the reserved locations.

Space reserved is \$582 per year. Area reserved is \$294 per year.

Parking Services is in the process of contacting those who responded to their recent survey to assign new parking. If you did not respond to the survey, but are interested in reserved parking, please contact Parking Services at parking@ttuhsc.edu.



Why Should I Care?

Consequences for Late Reports

PCard Expense Report Due Dates Have Changed!

Expense Reports are due to the PCard Office two weeks after the cycle has closed. Reports turned in after the due date are considered late.

There will be consequences for late reports!

- **Suspension:** a late report will result in the suspension of the PCard until the paperwork is received, reviewed and reconciled.
- **Probation:** an additional late report will result in the suspension of the PCard for a three month probationary period.
- **Termination:** a late report submitted after the probationary period has ended will result in termination of the PCard.



For questions, contact the PCard Office at Pcard@ttuhsc.edu.

PRINTING CENTER GRAPHIC DESIGN

In addition to all the great copy, mail, and print services that you have come to rely on from the Texas Tech University Health Sciences Center Printing Center, we also offer

In-House, Professional Graphic Design Services.

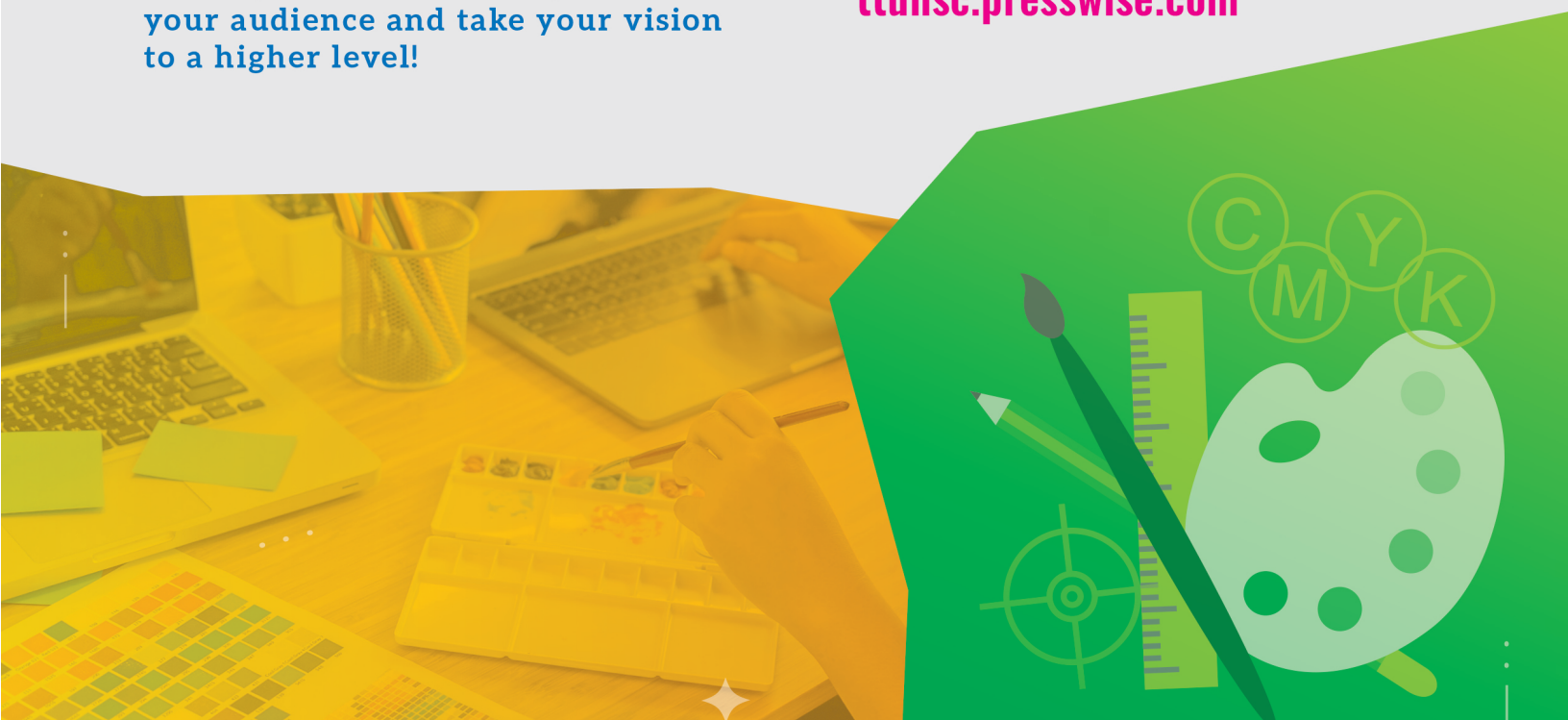
Looks matter and no one knows that better than our graphic design team. Our graphic designers offer exceptional design solutions to create pieces that will captivate your audience and take your vision to a higher level!

Being In-House has its perks!

You can count on our designers to follow all current branding guidelines across the Texas Tech University System.

From creating new print or digital collateral to editing or updating previous printed material and everything in between, our design team can design and print your project on time and on budget!

ttuhsc.presswise.com



Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Alex Phillips, Accounting Services, Financial Analyst I
- Charles Onchoke, Accounting Services, Financial Analyst I

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

- Hayden Vest, Purchasing, promoted to Section Supervisor

Who Wants To Be A Winner

Last edition's answer:

Fund Name Change and Fund Termination

Winners Revealed:

Congratulations to: Deborah Trammell, Greg Zamora, and Tiffany Lomenzo.

To Be A Winner, select the correct answer for the question below. Email your answer to fsm@ttuhsc.edu for a chance to win a prize. The correct answer and winners will be announced in the next newsletter. Past winners are not eligible to win again.



How Can Document Imaging Help Your Department?

#1

GO PAPERLESS



paper documents



scan



digital documents

#2

FORMS & AUTOMATION



online forms



workflow & routing



auto-filing

#3

CONTROL & SECURITY



no access



redacted access



full access

#4

LOCATE CONTENT QUICKLY



full-text search



file folders



indexing



tags

#5

ALWAYS STAY CONNECTED



desktop/laptop



tablet



mobile

Ready to find out more? Contact documentservices@ttuhsc.edu to set up a personalized demo.

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