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- Biannual Procurement Training

March 2022

# the News

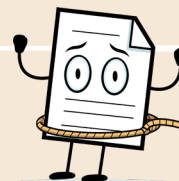
*from Business Affairs*



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
Business Affairs

## YEEHAW!

### We Rounded Up a Herd of Forms



The search to find the exact form is over! We rounded up a herd of forms from multiple Business Affairs webpages and guided the herd right into the new Forms Center. The [Forms Center](#) is available from the WebRaider portal, F&A Work Tools tab, under the Business Affairs portlet, in the Finance Systems Management section. The Forms Center makes it easier to find the most used Business Affairs forms associated with Accounting Services, Payment Services, Property Management and Purchasing.

#### The Latest User-Friendly Upgrade

The Forms Center joins similar user-friendly training and reference centers located within Business Affairs departmental webpages and provides the following updates:

- Formatting: Forms contain updated, consistent formatting with clear titles, edit dates and page numbers.
- Search Feature: The search feature allows users to search for text included in the title of forms.
- Category Filters: A dropdown list provides filters for relevant Finance-related categories.
- Central Location: One webpage allows for easy access, eliminating the need to search multiple webpages to locate a form.

If you previously bookmarked a Business Affairs form, you will need to update the bookmark. A redirect will guide you to the new location of the form in the Forms Center or access the Forms Center directly to locate the form.

#### Departmental Website Changes

This update required a team effort from departmental staff in Accounting Services, Application Development, Finance Systems Management, Payment Services, Property Management, and Purchasing. Departmental webpages now include direct links to the Forms Center, updated forms and/or links, and revised resources sections.

For questions, contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).



## Need to Know! Annual Certification of Departmental Inventory

The FY 22 Annual Certification of Departmental Inventory opens on March 1, 2022 and must be completed in the [Property Inventory System](#) on or before May 2nd. The main purpose of the inventory certification is to ensure all of the items recorded in the Property Inventory System physically exist and you need to know that we must verify what assets the HSC has, where they are located, and whether they are in a condition suitable for use.

### Important Preparation Steps

The [Property Inventory Checklist](#) provides guidance for review 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.



### Help

The [Annual Property Certification Help](#) document will guide users through the annual certification process. Additional information is available on the [Property Inventory Training](#) page.

### New Features

New features of the Property Inventory System simplify and streamline the process to remove items, change the

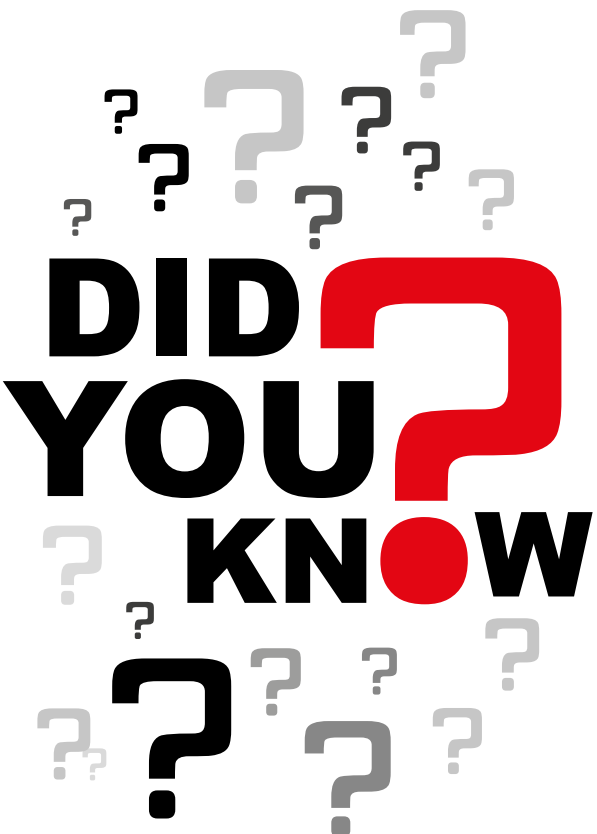
status of items and transfer items to surplus. What used to be all manual is now online in the Property Inventory System. No more filling out forms and emailing them to Property Management. Follow this [link](#) for more information.

The [Property Inventory Help](#) document provides details on the new features and the annual certification process.

For questions, contact Property Management at [PropertyManagement@ttuhsc.edu](mailto:PropertyManagement@ttuhsc.edu).



## Did You Know? Purchase/Reimbursement for Notary Commissions



Did you know that TTUHSC cannot pay for or reimburse the cost of a notary bond? As a state agency, we are only authorized to purchase/reimburse for notaries without bond.

State employees designated by a state agency to be a notary public are not required to purchase a notary bond. Per [Texas Administrative Code](#), a state employee is not prohibited from purchasing a notary bond at personal expense, however the cost of the bond premium shall not be reimbursed by any state agency or with any other state funds.

Notaries without bond who notarize documents outside of their state duties and who fail to use the “Notary without Bond” stamp shall be subject to disciplinary action.

The [Notary Public Commission or Renewal](#) Job Aid will assist users with the purchasing process.

For additional information, follow the link: [Risk Management Notary Bond Information](#).

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

# TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

## RECEIVING AND MAIL SERVICES

Copier Service

Mail Sorting & Delivery

Freight/Package Receiving & Delivery



1



2



3



4



5

### Photo Captions

1. Team (L to R): Derek Moreland, Michael Shelton, Clifton Hayes, Darlene Mungia, Gage Bailey, Julian Alvarez, Tayler Ramos, and Robert Castillo
2. Meter mail training
3. Mail and package delivery
4. Checking copier and paper usage
5. Unloading UPS delivery shipments

## A Tight Knit Team

Considering how closely we have to work together, and how few of us there are, Receiving and Mail staff have to be a tight knit team! We work hard and share the load, but we also like to have fun! We're known to take group lunches on paydays, and often begin mornings with spontaneous donuts or cookies just because someone wanted to share with the team.

## Don't know **who** we are?

We're the team that works to make sure packages, supplies, freight and everything else you need to keep your department humming along are delivered in a timely and caring manner:



We're happy to keep your General Services copiers full of paper and toner. We can (usually) even handle paper jams!



In addition to packages from UPS, FedEx, Amazon, and Staples, we receive freight pallets, AIRGAS tanks, and more. Items are sorted by STOP number so adding your STOP on the order will help us deliver your package quickly.



It is a privilege to receive, sort and deliver both internal and USPS mail including everything from postcards thanking our physicians for their incredible work to envelopes containing life-saving patient information.



Need to get an important package out right away? We've got you covered! We process and mail out FedEx and Lone Star Overnight packages every day. And here's a little secret: in the near future, we'll be processing UPS as well!

## Contact Us

[Mail Services Home Page](#)

[Receiving Home Page](#)

[Receiving and Mail Services Contacts](#)



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

Receiving and Mail Services

## Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Tayler Ramos, General Services, Receiving and Mail Services, Specialist III
- Karen Russell, Student Business Services, Analyst II
- Lisa Weber, Student Business Services, Analyst II



## REMINDER

### Accounts Payable Invoice Reminder

- 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](mailto:accounts.payable@ttuhsc.edu) stating the TechBuy receipt number.

Follow this [link](#) for a training document.

For questions, contact Payment Services at [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu).

## Documentation Required with PCard Purchases Over \$500

Cardholders must attach a copy/screenshot of the vendor hold search results to their itemized receipt and upload to their PCard expense report in Chrome River as verification the vendor was **not** on hold status at the time of purchase. If the vendor shows to be on hold, we are unable to do business with the vendor until the hold is released by the State. [HSC OP 72.15](#) was updated to enforce this requirement. Repeated violations of not providing documentation will result in termination of the PCard.

**REQUIRED**

For additional information, follow this link: [eXpendit State Purchase Policies](#).

For questions, contact the PCard Office at [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu).

## Biannual Procurement Training

Texas Education Code Section 51.9337 (b)(5) requires training for anyone with TTUHSC purchasing authority.

TTUHSC employees are responsible for completing the training provided by the Procurement Office on a biannual basis. The training will be available from the WebRaider portal, F&A Work Tools tab, and will appear on the Employee tab under the Training Resources portlet and My required training. Failure to complete the training can result in loss of access to TechBuy, use of a PCard and authority to obligate funds on behalf of the institution.

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto: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](mailto:fsm@ttuhsc.edu)