

# TTUHSC DIRECT PAY SYSTEM UPDATE

April 7, 2014

## **TTUHSC DIRECT PAY FORMS NOW IN TECHBUY**

**PLEASE BEGIN USING THE NEW DIRECT PAY FORMS IN TECHBUY**

If you did not attend the scheduled training sessions, visit the Direct Pay site for pertinent information by clicking on F & A Work Tools tab > Accounts Payable > Direct Pay Home > Documents to review the following documents-

- [Guidelines for TTUHSC Direct Pay Forms in TechBuy](#)
- [Tips for the Product Description Field in the Direct Pay Form](#)

The Direct Pay Expenditure Forms that are currently available in TechBuy are:

- **Accreditation Certification-Exam Fees**
- Advertising
- Donations to Charitable Organizations
- **Food & Entertainment**
- Legal Expenditures
- Lodging-Direct Bill for Non-Employees
- Magazine/Journal Subscriptions
- **Membership Dues**
- Postage
- **Professional License Fees**
- **Registration Fees**
- Sponsorships
- Utilities
- Water/Services and Coffee/Soft Drinks

Reimbursements to employees for any of the **boldfaced above expenditures** will still be processed in the old Direct Pay System.

### **NOTE:**

Forms for Awards, Prizes and Gifts, and the Direct Pay Employee Reimbursement will be available in TechBuy sometime this month.



Please send all questions or suggestions to  
[Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu)