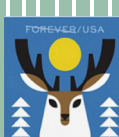




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# the News

from Business Affairs

December 2023

## Holiday Riddles

What is Santa's favorite sandwich?

WHEN DOES CHRISTMAS COME BEFORE THANKSGIVING?

What do elves learn in school?

What is the best thing to put in a holiday cookie?

Enjoy answering these Holiday riddles.  
Answers on pg. 6.

What does a gingerbread man use on his bed?

Why didn't the turkey eat anything?

WHAT KIND OF LAUNDRY DETERGENT DOES SANTA USE?

What do you call a snowman in the summer?

What type of photos do elves take?

Why did the cookies go to the doctor?



Business Affairs



Accounting



App Dev



Contracting



FSM



General Services



Parking



Payment Services



Property



Purchasing



SBS

## Did You Know? Delivering Solutions: Allowing You to Track Your Package

Did you know that incoming package tracking is available for all departments in Lubbock? The [TTUHSC Receiving and Mail Package Look-Up Page](#) is a cloud-based web page that provides access to the stages of the tracking process of an incoming package once it is received by TTUHSC Shipping and Receiving. Just enter the tracking number that was provided to you by the shipping company. If the package has reached the TTUHSC loading dock, you will be able to see how close it is to being delivered to you, or when it was delivered and who signed for it.

Expect to receive a postcard soon from Receiving/General Services regarding the use of this service, which will include your department's unique username and password. You will use this information to log in to your departments specific tracking page.

### Tracking packages

The web page is easy to use. Simply enter the

package tracking number in the top search bar. If you don't have a tracking number, use the My Items box to view all departmental items. The page also provides carrier links, shipping forms, and a direct link to Tank Pick-Up Requests.

### Postcard Example



### Benefits

This service makes it faster and easier for departments to locate an item. The web page will display information such as:

- Item Status
  - Received: The item has been received by the Shipping and Receiving team.
  - Sorted: Items have been received at the dock and delivery is expected soon.
  - Delivered: Package has been delivered to specific department/ location.
  - Attempted: No one was available to receive the delivery.
  - UAA: (Undeliverable As Addressed) This package may be delayed due to improper addressing either by the end user or the vendor.
- Carriers: FedEx, UPS, or USPS
- Delivery date and time
- Specific location of delivery within a department
- Pencil icon for the signature of any items

For questions, contact Receiving at [Receiving@ttuhsc.edu](mailto:Receiving@ttuhsc.edu) or (806) 743-2093.

## Need to Know! Chrome River Travel and PCard Updates

### Travel

- If you missed the Zoom training class for Chrome River Travel Basics, the recording is now available on the [Chrome River Travel Training video](#).
- Delegates submitting a Pre-Approval or Expense report must ensure that it is submitted on the dashboard of the traveler requesting reimbursement.
- Attach a Non Employee Travel Request Signature Form to all non-employee expense reports. The form is available on the [Chrome River Resources](#) page under Resources.
- Select the expense tile that matches the type of expense incurred.
- The date that is entered into the Expense Form Date Field (on all expense tiles) should be the date of purchase or transaction date for the expense being claimed.
- To ensure accurate entry of lodging charges, the lodging expense entry requires itemization (per day, per expense type) of the total lodging amount being requested for reimbursement.
- Use the tracking tool to check the status of expense reports. Select the expense report and click on the Tracking button.
- When traveling on State funds you must apply for a State travel card per [HSC OP 79.11](#).

For more information, go to [Chrome River Resources](#).

### PCard

- TTUHSC is a state entity and therefore exempt from the State of Texas sales tax. Per [HSC OP 72.15](#):
  - State of Texas sales tax charged by a vendor must be corrected immediately by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC. The tax exemption form is available at [Texas Sales and Use Tax Exemption Certification](#). Continuous abuse involving this practice may result in the cancellation of the card.
  - In Chrome River, sales tax should be Itemized to Sales Tax/ Personal Expense. You can find this in Chrome River under Miscellaneous > Sales Tax/Personal Expense. Follow the link to learn [How to Itemize a Transaction](#).
  - If you are charged sales tax, and the vendor will not refund the taxes, personal reimbursement should be sent to Payment Services, immediately AFTER you have submitted your expense report. Include your expense report ID with the reimbursement.
- PCard inquiries should be emailed to [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu). This email box is monitored regularly. Do not email PCard staff directly as this could delay responses.

For questions, email [ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu) or go to [Chrome River Training Center](#).



## Why Should I Care? Changes to Expenditure Limits and Bid Limits

### Expenditure Limits

The allowable expenditure amounts associated with annual departmental events, as outlined in [HSC OP 72.16](#), have increased to \$35 per employee and \$70 per employee and spouse/guest, excluding gratuity or tax.

### Bid Limits

[HSC OP 72.01](#) includes updated bid limits as follows:

	NEW	PREVIOUS
<b>No Bid Required</b>	\$0 - \$50,000.00	\$0 - \$15,000.00
<b>Informal Bid Process</b>	\$50,000.01 - \$100,000.00	\$15,000.01 - \$50,000.00
<b>Formal Bid Process</b>	\$100,000.01+	\$50,000.01+

You should care because these changes provide departments more financial flexibility to plan annual events, and enable us to better serve the needs of our institution while maintaining our commitment to delivering best value procurements.

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

## Accounts Payable Reminders

- When receiving is complete in TechBuy email the receipt number to [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu). AP does not receive a notification when receipts are completed.
- List the PO# on the vendor invoice. If a PO# is not included, contact the vendor to add the PO# to the invoice.
- 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.
- If you receive the notification below from the Invoice Management System (IMS), do not resubmit the same invoice. Email [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu) if you have questions.

This may be a duplicate invoice. Do you wish to proceed with the submission?

Should you have questions about if you are receiving this and the invoice is not a duplicate, please contact the A/P Office at [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)

No

Yes

- If you are receiving reminder emails from TechBuy, you need to enter/complete a receipt. Once receiving is complete in TechBuy, email the receipt number to [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu).

## Buy Holiday Stamps

The perfect holiday card deserves a festive stamp to match. Use Holiday Stamps to send your holiday cheer.

The stamps are sold at The General Store located in BA350, inside the General Services offices. The General Store is open Monday through Friday 8:00 am - 12:00 pm & 1:00 pm - 4:30 pm. They accept cash and card transactions. Limited quantities available.

For more information, email [MailService@ttuhsc.edu](mailto:MailService@ttuhsc.edu).









# By the Numbers

## 2023

### Mailing

**289,729** pieces received weighing over **72 tons**, sent to **52,860** individual Stop deliveries. Sent out **130,274** metered items and **192,032** postage permit items at a cost of **\$198,367.16** which saved departments over **\$62,819.32** off regular postage.

### Surplus

**1,950** Inventoried items were transferred to Surplus Lubbock, **933** scheduled trips to pick up inventoried and non-inventoried items, with **36** pallets going to TDCJ for Redistribution and **1214** items being sold on Public Surplus.

### Vehicles

We had **419** rentals and those vehicles were driven **118,600** miles. The rest of the TTUHSC vehicle fleet accumulated **570,217** miles. Our overall fleet average MPG increased to **18.995**.

### Swift Print

Swift Print departmental copiers made **7,502,858** copies - visualize a stack of paper **1.5** miles tall!

### Document Services

Document Services added **46,910** new documents consisting of **942,085** new pages and **14,327** automated forms emailing data and saving paper!

### Printing Center

Prepared **74,341** 5x7 Postcards, **1,149,495** Business Cards, **6,400** square feet of foam board posters, over **30,000** square feet of laminating and so much more with a total of **6,637** orders in **FY2023**.

### Shipping/Receiving

Sent **6,269** outgoing packages and Received **700** Amazon, **8507** FedEx Express, **9365** FedEx Ground, **265** other freight, **2881** Staples Packages, **18,218** UPS, **1353** Accountable USPS, and **5,254** Other USPS for a total of **46,543** incoming packages.

### General Services

## Welcome to Business Affairs

Business Affairs welcomes the following new employee:

- M'Lyn Hefner, Managing Director, Accounting Services



WISHING YOU

# Season's Greetings

AND  
HAPPY NEW YEAR!

*From Business Affairs, Accounting Services, Application Development, Contracting, Finance Systems Management, General Services, Parking Services, Payment Services, Property Management, Purchasing, and Student Business Services*



## TTUHSC Surplus Lubbock

To start shopping for personal use, scan the QR Code to set up a buyer account.

**TTU****T****HSC**



TTUHSC SURPLUS LUBBOCK  
View Our Inventory Online!

[publicsurplus.com](http://publicsurplus.com)

806-743-2099

Follow the instructions  
through the QR Code above.

**Happy Shopping from your TTUHSC Surplus Team!**

## Printing Center Offers Perfect Binding

Perfect Binding uses a strong, hot melt adhesive to bind pages together and attach a wrap-around cover. It is called Perfect Binding because the books are trimmed on the three non-spine edges after binding, producing a "perfect" finish as the pages all lineup and the book has sharp square corners. Printing Center can bind books with a spine length between 5 and 12 inches and up to 1.6 inches thick.

Printing Center will continue to offer coil binding, tape binding, and saddle-stitching with or without square binding.

For questions, contact Printing Center at [printingcenter@ttuhsc.edu](mailto:printingcenter@ttuhsc.edu).

What is the best thing to put in a holiday cookie?  
**Your Teeth**

What is Santa's favorite sandwich?  
**Peanut Butter & Jolly**

Why didn't the turkey eat anything?  
**It was stuffed.**

What does a gingerbread man use on his bed?  
**Cookie Sheets**

**Answers for page 1.**

**HOLIDAY RIDDLES ANSWERS**

What kind of laundry detergent does Santa use?  
**Yule Tide**

What do you call a snowman in the summer?  
**A puddle**

What do elves learn in school?  
**The elf-abet**

Why did the cookies go to the doctor?  
**They were feeling crummy.**

What type of photos do elves take?  
**Elfies**

**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)