WHAT DOES CHRISTMAS COME BEFORE THANKSGIVING?

What is Santa’s favorite sandwich?

What do elves learn in school?

What does a gingerbread man use on his bed?

Why didn’t the turkey eat anything?

What type of photos do elves take?

Why did the cookies go to the doctor?

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

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

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 or (806) 743-2093.

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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](#).

**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. 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:

<table>
<thead>
<tr>
<th>Bid Limit</th>
<th>NEW</th>
<th>PREVIOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Bid Required</td>
<td>$0 - $50,000.00</td>
<td>$0 - $15,000.00</td>
</tr>
<tr>
<td>Informal Bid Process</td>
<td>$50,001 - $100,000.00</td>
<td>$15,001 - $50,000.00</td>
</tr>
<tr>
<td>Formal Bid Process</td>
<td>$100,001+</td>
<td>$50,001+</td>
</tr>
</tbody>
</table>

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.

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**Accounts Payable Reminders**
- When receiving is complete in TechBuy email the receipt number to 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 if you have questions.

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**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.
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.

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.

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

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

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.

TTUHSC Surplus Lubbock

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

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 do you call a snowman in the summer? A puddle

What type of photos do elves take? Elfies

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