



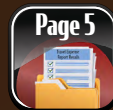
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TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Business Affairs



THE NEWS *from Business Affairs*

The cowboys, pioneers, and explorers celebrated Christmas more humbly in the Old West during the 1800s. Enjoy these trivia questions about traditions during that time.

Answers on page 5.

December
2024

OLD WEST HOLIDAY TRIVIA





Need to Know! New Swift Card URL

Effective January 15, 2025, a new URL will be deployed by Onbe, our Swift Card provider. All Swift Card department administrators should bookmark the new URL (omsi.mypaymentadmin.com) for future card activations. All features and functionality of the OMSI website will remain the same. You may notice cosmetic updates and changes in logos and brand colors. Onbe is doing this as part of their continued effort to update and unify their brand with all former ownership entities. Updated training material is available in the [Training Center](#).

For questions, email swiftcard@ttuhsc.edu.

<http://www.>

Did You Know? Vehicle Rental Services

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2025 Chevy Tahoe	Seats 6-8	<i>Coming Winter 2024/2025!</i>
2025 Chevy Equinox	Seats 4-5	Full Day: \$50 Week: \$300
2025 Chevy Equinox	Seats 4-5	Full Day: \$50 Week: \$300
2024 Chevy Malibu	Seats 4-5	Full Day: \$50 Week: \$300
2023 Chevy Malibu	Seats 4-5	Full Day: \$50 Week: \$300
2022 Ford Escape	Seats 4-5	Full Day: \$50 Week: \$300
2019 Ford Edge	Seats 4-5	Full Day: \$50 Week: \$300
2016 Ford Expedition	Seats 6-8	Full Day: \$60 Week: \$360

General Services - Lubbock VEHICLE RENTAL SERVICES



NEVER A MILEAGE CHARGE!

www.ttuhsc.edu/general-services/vehicle
806.743.2090 | vehiclerentals@ttuhsc.edu

TTUHSC Building - BA350

Online Request Forms Now Accessible!

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Business Affairs By The Numbers

2024

24

SURPLUS

RECEIVED 1,967 inventoried items.

SOLD 1,090 lots online and 253 lots in person.

SENT 34 pallets to TDCJ for computer refurbishing and redistribution.

DOCUMENT SERVICES

42,065 net documents added to Laserfiche

1,016,813 secure documents in Laserfiche

DISTRIBUTION

SHIPPED 6,344 Outgoing UPS and FedEx packages using FOP Numbers.

RECEIVED over 157,000 letters and 107,550 flats - Delivered these 264,550 to Stops within TTUHSC System.

DELIVERED 8,841 FedEx Express, 10,109, FedEx Ground, 14,320 UPS, 5,336 Staples Packages, 1,174 Amazon, and 976 certified USPS, and 309 Pallets of Freight; for a total of 41,065 items signed for.

VEHICLES

446 Vehicle Rentals DROVE 163,760.

MPG increased to 35.06!

ALL 99 TTUHSC Vehicles drove a combined 762,824 Miles

PRINTING CENTER

MAILED 304,627 pieces of variable data addressed mail.

MOST was mailed at Non-Profit Rates which SAVED departments \$88,392.31 off USPS, First Class Mail.

94,058 pieces of addressed Campus Mail were PRINTED and DISTRIBUTED.

QUOTED 1,128 jobs and PRINTED about 6,600 jobs.

6 Production Copiers made 4,033,124 prints, 58% color, average size 13x19.

3 Poster Printers made 528 prints at an average of 24x36".

A TOTAL of 6,921,096 sq ft of printing This included: 1,206,660 Business Cards and 11,895 TTU Diplomas

NEW PERFECT BINDER bound 1,494 Books.

SWIFT PRINT

Swift Print's 114 Fleet copiers made 3,052,744 prints, 23% color, average size 8.5x11.

1,982,164 sq ft of printing

GENERAL STORE

9,571 stamps

548 USPS packages

2,232 lab coat patches

1,536 rolls of thermal labels

General Services

BY THE NUMBERS

Department Updates

Employees On The Move In Business Affairs

Business Affairs welcomes the following new employees:

- Pruthwiraj Kathakali, Senior Purchaser, Purchasing
- Chris Nicholson, Specialist III, Printing Center
- Emily Prince, Travel Analyst, Payment Services
- Valorie Reyes, Travel Analyst, Payment Services

On the Move in Business Affairs because of promotions are:

- Tammy Boring, promoted to Analyst II, Payment Services
- Jo Anna Barela, promoted to Section Supervisor, PCard and Travel

On the Move in Business Affairs because of transfers are:

- Tammie Adams, transferred to Accounts Payable from PCard/Travel
- Angelene Cisneros, transferred to Purchasing from Payment Services

Travel Expense Report Recalls

Do not recall expense reports unless advised by the Travel Office. Recalling a report will remove all prior routing and tracking, and will require re-routing through all workflow steps causing further delay.

The following edits require a recall:

- Report Header
 - Report Name
 - Start and End Dates
 - Business Purpose
 - Originating Location and Destination
 - Approver



- Lodging Header
 - Amount (Increase or Decrease)
 - Check In and Check Out Dates
 - Allowable Total Calculations
- Adding a new line item to the report

For questions, email Chrome River at ChromeRiverHSC@ttuhsc.edu.



Q: What did families use to decorate their homes?

A: Boughs of evergreens, pinecones, holly, nuts, berries, or hand cut snowflakes.

Q: What did they do if there was no wood for a tree?

A: They'd fasten wooden scraps together in the shape of a tree or gather sagebrush and hang ornaments on it.

Q: In the mid-1800s, what did pioneers and cowboys use to decorate Christmas trees?

A: Clipped pictures, old buttons, lace, ribbons, paper chains, yarn, berries, popcorn, and homemade ornaments.

Q: Why did they stop putting candles on Christmas trees?

A: Electric tree lights hit the market in the 1920s.

Q: What kind of presents did they receive?

A: Most were handmade such as dolls, clothes, and toys.

Q: What was served for Christmas dinner?

A: Turkey, ham, roast beef, potatoes, pickles, white bread, fruitcakes, puddings, and pies.

Q: What was the cost of a Christmas dinner in 1849?

A: Grizzly bear steak for \$2.50, one cabbage for \$1.00, and some dried apples for no cost (picked from a tree).



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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.



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