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# the News

*from Business Affairs*



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

Business Affairs

## Meet the Deadlines

June 2023



I am unable to complete this request. Human interaction is needed to meet the deadlines.

Artificial Intelligence (AI) can filter email spam, categorize and classify documents based on keywords, launch or defend against nuclear missile attacks, and assist in complex life-saving medical procedures but as incredible as AI may seem, human interaction is still needed to complete the annual fiscal close process. The fiscal year-end deadlines and processes began in May. Your assistance with the process is critical.

### What are the Deadlines?

The deadlines are for fiscal year-end processes that must be completed before a certain date. Meeting the deadlines will facilitate accurate year-end reporting by ensuring that transactions are recorded in the appropriate fiscal year.

### When Are the Deadlines?

A consolidated view of the fiscal year-end closing deadlines and processes for FY 2023 is available by clicking [here](#). The [Business Affairs Calendar](#) also provides all of the important dates, reminders, and deadlines for all departments within Business Affairs. You can access the calendar from the WebRaider portal, [Business Affairs](#) tab, under Commonly Used Links.

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



## ***Need To Know!*** New Scanning Feature for Annual Certification

We've added a new feature to the Property Inventory System! You can now scan items to assist with completion of your Annual Certification. You need to know about this new feature because scanning assets will become mandatory for the FY 2025 Annual Certification.

### **How it Works**

You can use a phone, tablet or any device that can connect to the internet and also has a camera. Or you can use a handheld scanner that can connect to your device using Bluetooth. When an item is scanned, a barcode icon will appear by the asset on the inventory listing page to indicate a successful scan. The scan information has also been added to the downloaded Excel spreadsheet to allow easy identification of items that still need to be scanned.

### **Get Ready for 2025**

Scanning is not mandatory for the FY 2024 Annual Certification but this is a good time to prepare and get ready for the FY 2025 certification. Here are some things you can do before the 2024 certification to get ready for 2025:

- Purchase a scanner (or scanners) – Multiple models are available for purchase. We successfully tested these scanners during the FY 2023 certification process:
  - [NADAM00 Model Bur 3076](#) Wireless Barcode Scanner
  - [KOAMTAC Model KDC480C](#) 2D Imager Bluetooth Barcode Sled Scanner
- Fix tag issues. If either of the situations below prevents you from scanning an item, contact Property Management and we will send you a replacement tag.
  - If the tag on an item is an old tag that does not begin with "H" the system will not recognize the barcode scan.
  - The system will not recognize barcode scans for tags in the range of H100000 through H105302. The barcode on these tags does not include the last part of the asset number.



### **The Future of Scanning Features**

Currently, the only functionality associated with the scan feature is scanning of asset tags for the Annual Certification process. In the future, as we move toward a requirement of utilizing the scanning feature for all Annual Certifications, we hope to enhance the process with additional features that would allow updates to location and/or serial number.

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

## ***Did You Know?*** Buy Surplus for Personal Use

Did you know you can buy surplus items for personal use? Well, you can! We have unbeatable pricing for office furniture, lab equipment, cameras, chairs for the office, décor and even vehicles! Our inventory is ever changing and available for viewing and bidding through [PublicSurplus.com](https://PublicSurplus.com). In just a few short steps you can set up an account using a non-TTUHSC email address. To view available items at the HSC in Lubbock, select the Region as *Texas*, and the Agency as *Texas Tech Health Sciences Center at Lubbock*. Happy shopping!

For questions, email General Services at [generalservices@ttuhsc.edu](mailto:generalservices@ttuhsc.edu).





# TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

## CONTRACTING

Contract Processing & Guidance

Solicitation Assistance

Contract Mgmt. System Oversight



1



2

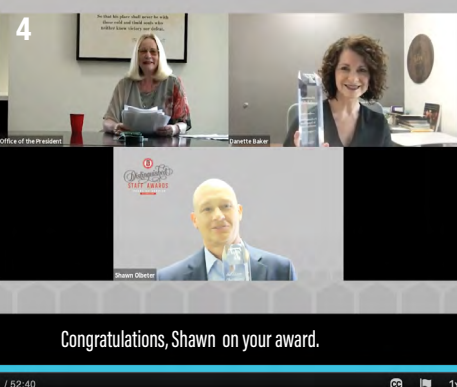
### FAST FACTS

In FY 22, Contracting handled:

- 957 Formal Agreements
- 156 Procurement Awards
- 154 GPO/COOP Agreements
- 152 Informal Contracts
- 32 Solicitations



3



4



5

Photo Captions

1. Contracting Team
2. Conducting contract policies and procedures
3. 2019 Finance Division Picnic
4. 2020 Virtual Distinguished Staff Awards, Contracting Senior Director, Shawn Olbeter, presented Chancellor's Award of Excellence
5. Team Building activity

## Here's What Others Say

The Contracting team provides TTUHSC departments with relevant information regarding contracting and procurement processes and associated guidelines. Departments rely on the team's solid guidance, expert knowledge, and collection of online resource tools to easily develop contractual agreements to expand the Institution's reach.

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

Contracting assists departments with the procurement of goods and services to sustain, foster, and support the educational, health care, and research missions of TTUHSC entering into contractual agreements with affiliates, suppliers, and contractors. Our team...



Maintains more than 6,000 active contracts with an estimated 100 new contracts activated monthly.



Assists with solicitation drafting and process oversight to comply with all the policies and requirements of the university, state rules and procedures, and federal laws.



Provides more than 100 online contract templates, forms, and documents through the Contracting System to assist with formal contract processing.



Manages multiple systems to ensure effective contract progression and completion including the Contracting System, GPO/Coop (Group Purchasing Organization/Cooperative) Contract Database, and Contract AR/Billing.

## Contact Us

[Contracting Home Page](#)  
[Contracting Contacts](#)



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

Contracting

## Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Tammie Adams, Analyst I, Payment Services
- Sarah Carmichael, Financial Analyst I, Accounting Services
- Hannah Coggins, Graduate Assistant, Accounting Services
- Jose Contreras, Programmer Analyst III, Application Development
- Jonathan Harwood, Specialist IV, Printing Center
- Nicole Hargrove, Financial Analyst I, Accounting Services
- Caleb Lira, Financial Analyst I, Accounting Services
- Bonifacio (Boni) Vasquez, Technician II, Surplus
- Mike West, Associate Vice President, Accounting and Reporting

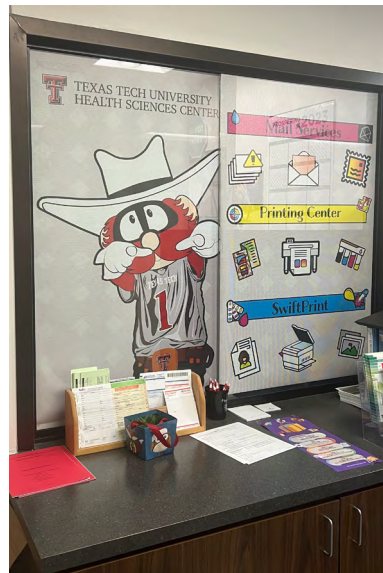
On the Move in Business Affairs because of promotion are:

- Jason Coldiron, Contracting, Administrator
- Javier Delgado, Accounting Services, Associate Managing Director
- Christy Mora, Printing Center, Senior Designer
- Esther Myrick, Payment Services, Section Coordinator
- Monica Orosco, Payment Services, Unit Manager
- Angie Taylor, Accounting Services, Associate Managing Director
- Hayden Vest, Purchasing, Section Manager

## Wall Art

TTUHSC Printing Center can now provide numerous styles of wall art including a wide variety of items from full wall repositionable/removable vinyl graphics, frosted window adhesives, framed canvas prints, to acrylic logos, illuminated acrylic designs, pop-up banners, and posters of all sizes and descriptions.

To get started, email [printingcenter@ttuhsc.edu](mailto:printingcenter@ttuhsc.edu) and a dedicated specialist will come by your Lubbock office and curate a perfect style for your space. We will show you samples, measure space, take photos, match colors, and whatever else is needed. We will also coordinate with Facilities, Marketing and Purchasing to ensure everything is in compliance and approved before installation.



### 30 Years

Karrie Anderson - Student Business Services

### 15 Years

Tammy Boring - Payment Services  
Cindi Turner - Application Development

### 10 Years

Patricia Castillo - Student Business Services  
Michael Gamboa - General Services  
Esther Myrick - Payment Services  
Veronica Vasquez - Payment Services

### 5 Years

Melinda Cavazos - General Services  
Jason Coldiron - Purchasing  
Clifton Hayes - General Services  
Tiffany Hernandez - Business Affairs  
Monica Orosco - Payment Services



Congratulations! We appreciate your years of dedicated service to Business Affairs and TTUHSC.

## General Services Updates

### Surplus Redistribution Room Closing

The Surplus Redistribution room located in room BA103A will be closing temporarily due to renovations. Don't fret, this convenient and cost-effective service will reopen once renovations are complete! Keep watching for updates on the reopen date.



### Reminder

Effective June 1st, 2023 all postage sales and package drop-off for USPS, UPS, and FedEx will be located in BA350 by the Shipping and Receiving dock on the east side of the building. Give us a call at (806) 743-2090 if you need help finding us.



**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)