



June 2026



Business Affairs

The NEWS

from Business Affairs

WHY TTUHSC CANNOT SIMPLY GIVE AWAY STATE PROPERTY

Many of us have, at one time or another, wondered why we can't just give away equipment we no longer need. As a state institution, Texas Tech University Health Sciences Center is required to treat all equipment, whether it is a microscope, a computer, or a piece of lab furniture, as state property. As a result, equipment cannot be disposed of in the same manner as it would be by a private business or an individual.

All TTUHSC equipment is state property, which means we must follow Texas law when disposing of it. Items we no longer need fall into two categories:



Surplus – still usable, but no longer needed

Salvage – damaged, worn out, or no longer usable for its original purpose

When a department no longer needs a piece of equipment, inventoried or not, the department must use the item as a trade-in for a new piece of equipment or

declare the property as surplus. Most state agencies must report these items to the Texas Facilities Commission (TFC), which decides whether they can be transferred, sold, or donated.

Universities, including TTUHSC, are exempt from many of the TFC's requirements and can create their own procedures. Even so, the law still places limits on what can be donated.

What TTUHSC Surplus can do:

Transfer items to public schools

(including school related nonprofits), sometimes at no cost

Donate items with *no resale value* to assistance organizations

Donate old computer equipment to rural hospitals

What TTUHSC Surplus *cannot* do:

Give away equipment that still has resale value. If an item can be sold, state law requires us to sell it rather than donate it.

Even with our added flexibility, TTUHSC must protect the value of state property. We can donate items only in specific situations primarily when the item has no resale value or when the law specifically allows a transfer.

These rules ensure that state resources are handled responsibly and consistently across all agencies and institutions.

For questions on Property, email PropertyManagement@ttuhsc.edu.

For questions on Surplus, email GeneralServices@ttuhsc.edu or contact your campus Surplus department.

Departments seeking to purchase new items to be donated to another entity, or to be used somewhere other than a TTUHSC location and/or by staff not employed by TTUHSC, need to contact Purchasing@ttuhsc.edu. The request will be reviewed to ensure compliance with applicable state laws on donations and reporting.



Why Should I Care? Fiscal Year-End Deadlines and Reminders



Why Are There Deadlines?

The deadlines are for fiscal year-end processes that must be completed before a certain date. Meeting these deadlines helps departments remain efficient and ensures transactions are recorded in the appropriate fiscal year.



When Are the Deadlines?

The Business Affairs Calendar includes important dates, reminders, and deadlines for all departments within Business Affairs. You can access the Business Affairs calendar for FY 2026 [here](#).

For questions, email Finance Systems Management at fsm@ttuhsc.edu.

Did You Know? International Travel

Employees traveling internationally who need access to TTUHSC resources (including email) must have their phone, laptop or tablet configured by TTUHSC IT before departure. For more information, visit the [International Travel and Access to TTUHSC Network Resources](#) web page.



For questions, email the IT Solution Center at ITSolutions@ttuhsc.edu.

All university-related international travel, including travel to Canada and Mexico, requires prior approval from the President's Office. To begin the approval process, visit the [International Travel Approval](#) web page.

For questions, email the Office of Global Health at Globalhealth@ttuhsc.edu.

Need to Know! Accounts Payable

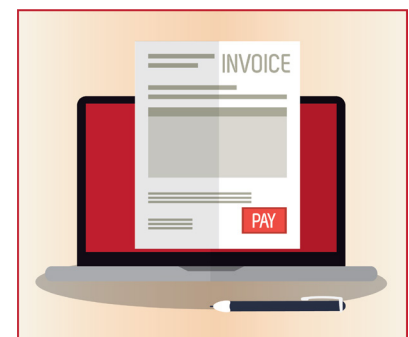
Accounts Payable has the ability to correct PO numbers, amounts, and receipt numbers in the Invoice Management System (IMS). To help avoid duplication, do not resubmit invoices. Instead, email changes to accounts.payable@ttuhsc.edu.

Advance Pays and Direct Pays should NOT be submitted through the IMS.

Receipts in TechBuy:

- Quantity receipt - dates should be the actual date items are received, not the date the invoice was received.
- Cost receipt – dates the services were completed, e.g., monthly services with an end of the month date. If an incorrect date is submitted, the receipt will be canceled.

For questions, email Accounts Payable at accounts.payable@ttuhsc.edu. The Accounts Payable inbox is always monitored. Do NOT email individual payers.



TEAM SPOTLIGHT



Direct Pay - Payment Services

Payments and Credits
Payments Research
End User Support



FAST FACTS

In FY 26, the team has processed more than:

- 3,106 Direct Pay Invoices
- 2,417 Correctional Direct Pay Invoices

(852 of the invoices were employee reimbursements)

The projected FY 26 for total Direct Pay invoices processed is 12,759.



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- Photo Captions
1. Team members reviewing expenditures
 2. Processing Direct Pay invoices
 3. Managing administrative payments
 4. Direct Pay Team

Making Tasks Easier for You

The Direct Pay team streamlines the procurement process by bypassing complex workflows, allowing for the rapid conversion of requisitions into payments. This enables departments to bypass traditional hurdles, ensuring that critical supplies and services are secured with fewer administrative delays.

Don't know who we are?

The Direct Pay team manages financial operations for correctional health facilities. They also oversee a broad spectrum of operational and administrative expenses, and facilitate community and staff engagement by processing payments to ensure both clinical and business functions run seamlessly.



Processes complex invoices for patient care and medical services to ensure continuous healthcare delivery within correctional facilities.



Manages a diverse range of administrative payments, including employee reimbursements, professional license fees, and subscriptions.



Coordinates essential facility expenditures for utilities, water services, and postage to maintain daily operations.



Facilitates organizational outreach and staff recognition by executing payments for donations, sponsorships, advertising, and awards.

Contact Us

- [Direct Pay Home Page](#)
- [Direct Pay Contacts](#)

Department Updates

Employees On The Move In Business Affairs

Business Affairs welcomes the following new employees:

- Rebecca Colunga, Lead Analyst, Student Business Services
- Shannon Gonzales, Senior Accountant, Grants, Accounting Services
- Melissa Gross, Lead Analyst, Procurement Operations, Purchasing
- Angela Logsdon, Specialist III, Printing Center, General Services
- Hiba Mashkhas, Analyst, Travel Services, Payment Services
- Harrison McQuire, Specialist III, Printing Center, General Services
- Anna Solodukhina, Analyst, PCard, Payment Services

- John Haynes, Senior Managing Director, Procurement and Payment Services
- Celeste Medrano, Section Supervisor, PCard, Payment Services
- Derek Moreland, Unit Supervisor, Distribution and Surplus, General Services
- Shawn Olbelter, Managing Director, Procurement and Contract Operations
- Monica Sanchez, Chief Accountant, Grants, Accounting Services
- Terri Walker, Analyst II, Travel Services, Payment Services

On the Move in Business Affairs because of promotions are:

- Yemi Doherty, Chief Accountant, Grants, Accounting Services
- Thomas Gellene, Assistant Managing Director, General Services

On the Move in Business Affairs because of changing departments:

- Veronica Vasquez, Senior Analyst, Finance Systems Management

Printing Center

The TTUHSC Printing Center is ready to assist with all of your printing, promotional, and mailing needs. There are several advantages to ordering in June such as ensuring your FY 2026 funds are utilized and taking advantage of reduced costs by allowing more time to shop for a better deal, avoiding rush production and expedited shipping charges



however, the completion date determines which fiscal year funding is utilized. Any job completed on or before August 31 will be billed to the current fiscal year. Any job completed after this date will be billed to FY 2027.

Place your printing orders at [PressWise](#) and find available promotional items at [PromoPlace](#).

The deadline for billing items for FY 2026 is August 31;

For questions, email

PrintingCenter@ttuhsc.edu or PromoPlace@ttuhsc.edu.

YEARS OF SERVICE AWARDS

We appreciate your dedicated service to TTUHSC.

25 Years

Rebecca Aguilar- Accounting Services
John Rodriguez- Purchasing



10 Years

Roy Gollahon- General Services
Derek Moreland- General Services
Corbin O'Cheskey- General Services
Jonathan Ybarra- Parking Services

20 Years

Martin Slemmons- Application Development

15 Years

Jo Anna Barela- Payment Services
Sandy Cain- General Services
Jose Contreras- Application Development
Angie Taylor- Accounting Services

5 Years

Angelene Cisneros- Payment Services
Aaron Hughes- Accounting Services
Jordan Marlar- General Services



CONGRATULATIONS!



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Business Affairs consists of the several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.

Click [here](#) to view past issues of the newsletter.



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