

September 2024

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. Business Affairs

The NEWS

from Business Affairs

Annual Inventory Certification What? So What? Now What?

What?

The launch of the new scanning feature in the Property Inventory System completely transformed the traditional Annual Certification of Departmental Inventory process for FY 2024 and beyond. This new feature provided a more complete and accurate accounting for all assets within the institution. Scanning ensured that the asset was still in the possession of TTUHSC and also helped to verify that items were included in the appropriate departmental listing.

WHAT?

So What?

Although 100% scanning was not mandatory for FY 2024, all departments were required to use the new scanning feature in the Property Inventory System to assist with completion of the annual certification. The main objective was to identify and replace all tags that would not scan to be ready for 100% scanning compliance in FY 2025. The Property Management Team printed and distributed thousands of replacement tags for items with tags that would not scan, and departments removed the unscannable tags and replaced them with the new reprinted tags. This massive undertaking required a substantial amount of effort and resources to complete but was necessary to be ready for FY 2025. Even though 100% scanning was not required for FY 2024, with your help, 19,062 tags were scanned, which is more than 83% of total assets!

SO WHAT?

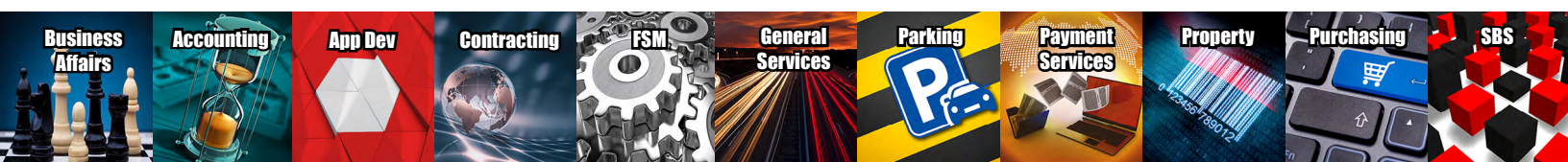
Now What?

As we move toward 100% compliance with the scanning requirement in FY 2025, some exceptions exist. Artwork, software and component tags do not need to be scanned. If you have situations that make it difficult to access tags on some items, reach out to us and we will help you develop a scanning solution for these items. We will be conducting on-site audits to ensure all of the replacement tags were affixed to the correct item and to assist you with the certification process.

NOW WHAT?

If you need to get an early start for FY 2025, you can start scanning November 1st. Click [here](#) for more information about the scanning process.

For questions, email Property Management at PropertyManagement@ttuhsc.edu.



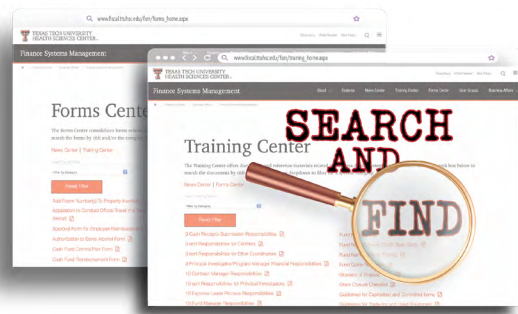
***Did You Know?* Information is Current and Easy to Find**

If you save a training document or form to your computer, you may not have the most current version when you need to use the information. Instead, go to the Business Affairs [Training Center](#) or [Forms Center](#) where you will find the most current versions of documents and reference materials related to systems and processes for all Business Affairs departments. Updates for any system changes or form revisions are promptly posted and all training resources undergo yearly reviews to ensure all information is kept current. Forms receive a thorough evaluation every two years.

Easy to Find What You Need

The design of the Training Center makes it easy to find the information you need:

- One Stop Shop - You can find the resources you need on one page.
- Two Ways to Search
 - The Search Training/Forms Center textbox search feature allows users to enter any text to limit results to documents that contain the search term in the title of the document.
 - The Filter by Category search feature limits the list to documents from predefined categories available in the dropdown.



If the Training or Forms Centers don't have what you need, contact us. We will use your feedback to build better resource centers.

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

***Why Should I Care?* Late Payment Interest Rate for FY 2025**

For FY 2025, the interest rate payment to a vendor under the State's prompt payment law increased to 9.5%. The interest calculation is one percentage point higher than the prime rate published in the Wall Street Journal on the first business day of July.

Per [HSC OP 72.10](#), it is the responsibility of the department to submit invoices to Accounts Payable in a timely manner in order to avoid late interest charges. Departments should submit invoices to Accounts Payable using the invoice management system as soon as possible but they must be attached within at least 21 days of receipt of goods and services.



Submitting invoices promptly is crucial to avoid paying interest.

For questions, email Accounts Payable at accounts.payable@ttuhsc.edu.

***Need to Know!* Non-Employee Travel**

Non-employees do not have access to Chrome River to provide approval for travel reports submitted on their behalf. After submitting a travel report requesting reimbursement for a non-employee, the delegate must immediately submit a [Non-Employee Travel Request Signature Form](#) to obtain electronic approval from the traveler. Travel reports that are awaiting electronic approval from a non-employee will reflect a status of PENDING > EXTERNAL APPROVER. Once the form is submitted by the delegate and completed by the non-employee, the Chrome River system will continue normal approval routing.

Additional Resources:

- [Chrome River Resources](#)
- [Travel Training Documents](#)

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



TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

PURCHASING

TechBuy Support HUB Operations

Lead Solicitations of All Types



Photo Captions

1. 2024 Access Business Expo, Irving
2. 2024 TTU Small & HUB Business Expo
3. 2024 TTU Small & HUB Business Expo
4. Purchasing Team

FAST FACTS

- ★ Reviews, processes, and completes 30,000 Purchase Orders per fiscal year. View monthly breakdown chart [here](#).
- ★ Manages more than 9,000 Change Requests for TechBuy users per fiscal year.

Here's What Other's Say

Team members' expertise and dedication ensures procurement decisions are executed in the best interest of TTUHSC; in support of higher education cost-saving goals; and in compliance with applicable policies, rules, and regulations.

Don't know who we are?

Purchasing assists and coordinates with TTUHSC Purchasing departments to make the best value acquisition of quality materials and services to ensure efficient TTUHSC operations and support of the institutional vision. The team...



Administers the online procurement system, [TechBuy](#), that connects employees to contracts, vendors, goods, and services.



Manages solicitations of all types at TTUHSC and guides employees through bid limits, small procurements, established contracts, formal solicitations, and other procurement methods.



Delivers oversight, training and instructional programs, customer service, and support to Lubbock and all regional campuses, vendors, suppliers, and others involved with financial services and the institution.



Provides specialists to connect departments with Historically Underutilized Businesses ([HUB](#)) certified vendors to help TTUHSC meet the commitment to state HUB goals, upon which institutional state funding depends.

Contact Us

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



Purchasing

Department Updates

Employees On The Move In Business Affairs

On the Move in Business Affairs because of promotion is:

- Thomas Gellene, General Services Lbk, Section Manager



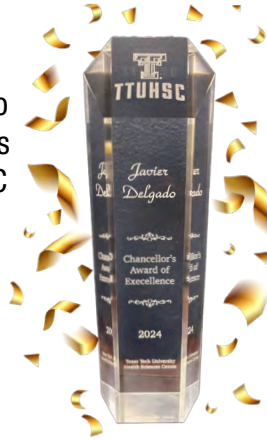
Distinguished Staff Award Winner

Chancellor's Award of Excellence 2024 Javier Delgado – Accounting Services

The Chancellor's Award of Excellence recognizes an individual who has five or more years of service. This team member demonstrates a commitment to the Mission and Values-Based Culture of TTUHSC by exhibiting the behaviors inherent to each value, One Team, Kindhearted, Integrity, Visionary, Beyond Service, while motivating others to serve at the same level of excellence.

Javier will celebrate 20 years of service with TTUHSC next year!

Congratulations Javier!



Stay Connected with Business Affairs

Stay connected with notifications, updates, and other topics related to Business Affairs by subscribing to the appropriate [User Groups](#).

- [Business Affairs User Group](#): Stay informed about financial systems, process updates and deadlines, as well as newsletters, tips, and hot topics related to Business Affairs departments.
- [Payment Services User Group](#): Get the latest information and updates on Accounts Payable, the Direct Pay System, Purchasing Card (PCard), and Travel.
- [TechBuy User Group](#): Receive updated information about TechBuy, including communication on updates and outages.

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



PCard Updates

Vendor Hold Search

The State of Texas Comptroller's site for Vendor Hold Search has been decommissioned. Use this site, [Vendor Hold Search](#), to perform the required vendor hold search for all purchases made with a PCard valued at \$500 or more. The search must be completed no more than seven days before the purchase is made.



For questions, email the PCard Office at PCard@ttuhsc.edu.

Expense Report Returns

If you have line items that are returned, do not delete the line item(s) and begin a new report. This creates more work for you and the PCard team. Deleting a report or line items can cause issues during the Chrome River reconciliation process. If you have any questions about the Return, contact the PCard Reviewer.

If you experience system issues with your Return and need assistance, email ChromeRiverHSC@ttuhsc.edu.

