

# The NEWS

from Business Affairs

## New Contract for PCard and Travel Card

The State of Texas contract for PCard and Travel Card services was recently awarded to U.S. Bank, replacing the current provider, Citibank. The Citibank contract expired on August 31, 2025; however, the Citi cards will continue to work and be accepted during the transition to U.S. Bank.

**NEW!  
NEW!  
NEW!**

All PCards and Travel Cards will be transitioned to U.S. Bank over the next few months. We need your assistance to ensure a smooth transition to the new card provider.

- **PCard Users:** If you recently changed your mailstop/physical address, notify the PCard Office at [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu) as soon as possible. All new PCards will be sent to the PCard office and distributed via campus mail to each cardholder's current mailstop.
- **Travel Card Users:** Log into your Citibank account portal and confirm that your home address is accurate. New Travel Cards will be mailed directly to the home address listed on your Citibank account.

### Important Reminder

Cardholders are still responsible for any remaining balances or charges on their current Citibank cards. Ensure all accounts remain in good standing.

Updates regarding this transition will be provided as more information becomes available.

For questions, email the PCard Office at [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu) or the Travel Office at [travel@ttuhsc.edu](mailto:travel@ttuhsc.edu).



## Why Should I Care? Choice Preferred Fare

Southwest Airlines has updated its fare categories. “Choice Preferred” fare class is the new name for what was formerly the “Anytime” fare. TTUHSC employees should select the Choice Preferred fare class (or lower) to be eligible for travel reimbursement. This rebranding, effective for flights booked in the third or fourth quarter of 2025 and departing in 2026, offers passengers:

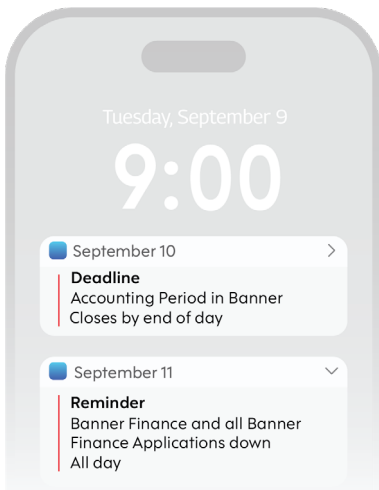
- A fully refundable ticket
- The ability to select a Preferred or Standard seat at booking
- EarlyBird Check-In priority boarding
- A higher Rapid Rewards points earning rate
- The benefits of free same-day changes
- Access to priority and express lanes at the airport

For questions, email the Travel Office at [travel@ttuhsc.edu](mailto:travel@ttuhsc.edu).

### Fare benefits

Rewards and Flexibility	Basic <sup>1</sup>	Choice	Choice Preferred	Choice Extra
Checked bag <sup>2</sup>	\$	\$	\$	2 free
Rapid Rewards <sup>®</sup> points <sup>3</sup>	2x fare	6x fare	10x fare	14x fare
No cancel fees <sup>4</sup>	✓	✓	✓	✓
Refundability <sup>5</sup>	Non-transferable flight credit <sup>7</sup>	Transferable Flight Credit <sup>™6</sup>	✓	✓
Flight credit expiration <sup>7</sup>	6 mos	12 mos	12 mos	12 mos
Changes <sup>8</sup>	Available with fare upgrade	Fare difference may apply	Fare difference may apply	Fare difference may apply
Free same-day change/standby (taxes and fees may apply) <sup>9</sup>	✗	✓	✓	✓
Priority Boarding	\$	\$	EarlyBird Check-In <sup>®10</sup>	A1-A15
Free inflight entertainment <sup>11</sup>	✓	✓	✓	✓
Priority Lane and Express Lane <sup>12</sup>	✗	✗	✓	✓
Premium drink (on select flights 251 or more miles) <sup>13</sup>	\$	\$	\$	✓
Inflight internet <sup>14</sup>	\$	\$	\$	✓

## Need to Know! FY 25 Deadlines and Systems Down Reminders



The August 2025 accounting period in Banner will close at the end of the day, Wednesday, September 10<sup>th</sup>. Cognos reports generated on Thursday, September 11<sup>th</sup>, reflect data for August 2025. The Accrual Period for FY 25 Accounting Services accruals, adjustments, and corrections remains open, so final FY 25 figures may change until all adjusting entries are completed.

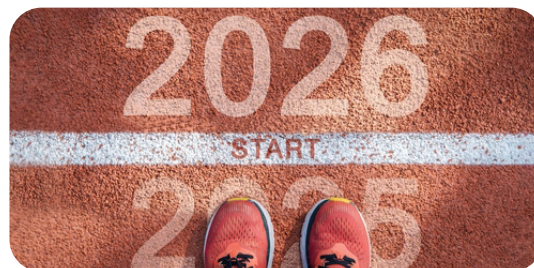
Banner Finance and all Banner Finance applications, including FiTS, TechBuy, Gateway, Cash Receipts, Contracting AR, etc., will be unavailable all day Thursday, September 11<sup>th</sup>, while the roll process to FY 26 is completed.

Cognos will be available for reporting purposes during this time.

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

## Did You Know? Get a Jump Start for Scanning Tags in FY 2026

I know what you’re thinking: Get a jump start for scanning tags in FY 2026... what? Slow down! We just finished FY 2025, and the deadline for FY 2026 is not until April 30<sup>th</sup>.



can start scanning tags on November 1<sup>st</sup>. This early start will be most beneficial for departments that have assets to scan in multiple locations. Click [here](#) for more information about the scanning process.

If you need to get a jump start on the Annual Certification of Departmental Inventory for FY 2026, you

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

# TEAM SPOTLIGHT



# DOCUMENT SERVICES

Document Imaging  
Document Archive and Storage  
Document Destruction



Photo Captions  
1. Roy Gollahon prepping and scanning documents  
2. Document Services Team: Thomas Gellene & Roy Gollahon  
3. Roy Gollahon in the document shred room

## FAST FACTS ABOUT DOCUMENT DESTRUCTION

- Collects and destroys an average of 2,000 lbs of paper per week
- Offers various sizes of shred bins including 9, 32, 64, and 96 gallon bins
- Provides document destruction services to most TTUHSC clinics in Lubbock, the Montford prison, and the TDCJ Centers

## FAST FACTS ABOUT LASERFICHE

- Holds 500,000 files and 4 million images in the Business Affairs repository
- Features an optical character recognition (OCR) that converts text in a scanned or photographed image into text that can be edited, stored or searched electronically

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

As part of General Services, Document Services offers solutions and tools for storing, retrieving, archiving, and destroying TTUHSC records. Our team...



Uses the enterprise content management system, Laserfiche (the leading document management tool used in more than 70 countries for industries including education and healthcare) to convert paper documents into electronic ones.



Archives existing documents to a secure central server that allows authorized staff to access any digital document from their computers within seconds.



Utilizes a workflow form to help streamline and automate current processes and access to documents, and also provides search and browse features.



Offers a competitively priced on-site shredding service that provides departments with secure shred bins and destruction of confidential information using HIPAA-compliant shredders.

## Making Tasks Simpler & Secure

Document Services has you covered when it comes to turning those old paper records into easy-to-find digital files! Say goodbye to paper clutter and hello to saving time and money. Plus, when it's time to let go of those pesky documents, our document destruction service will handle it all securely. It's hassle-free!

## Contact Us

- [Document Services Home Page](#)
- [Laserfiche WebLink](#)
- [Document Services Intranet Page](#)
- [DocumentServices@ttuhsc.edu](mailto:DocumentServices@ttuhsc.edu)



# Department Updates

## Employees On The Move In Business Affairs

Business Affairs welcomes the following new employees:

- Zacrye Acebedo, Unit Supervisor, Distribution & Surplus, General Services
- Gabby Caro, Student Assistant, Accounting Services
- Albert Gonzales, Specialist III, Distribution, General Services
- Aaron Hughes, Senior Accountant, Banking and Receivables, Accounting Services
- Cherenda Jones, Specialist IV, Printing Center, General Services
- Blake Seale, Senior Accountant, Grant Accounting, Accounting Services
- Ellen Shen, Senior Accountant, Grant Accounting, Accounting Services
- Todd Smith, Lead Account Processor, Purchasing
- Meagan Zuniga, Senior Accountant, General Accounting, Accounting Services

On the Move in Business Affairs because of promotions are:

- Nicole Hargrove, promoted to Chief Accountant, General Accounting, Accounting Services
- Tiffany Hernandez, promoted to Associate Director, Business Affairs Projects

On the Move out of Business Affairs to retirements are:

- Etta Mayer, Programmer Analyst IV, Application Development, 40 years of service  
Click [here](#) for pictures
- Linda Wells, Unit Manager, Student Business Services, 35 years of service  
Click [here](#) for pictures



## TechBuy Receipt Submission Reminder

Per [HSC OP 72.09](#), all receiving information must be submitted through TechBuy within three days after the goods are received or the services are completed. Remember to notify Accounts Payable at [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu) with the receipt number when completing a receipt. Notifications are not automatically sent from TechBuy for receipts, which can cause payment delays.

For questions, email Accounts Payable at [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu).



## Hertz Rental Car Contract

The State of Texas Hertz Rental Car contract has been extended through August 1, 2026. Refer to the updated [price sheet](#) for current rates. Enterprise and National also remain on the State of Texas contract.

For more information, visit the [State Travel Management Program's Vehicle Rental Services](#) webpage.

For questions, email the Travel Office at [travel@ttuhsc.edu](mailto:travel@ttuhsc.edu).

## Distinguished Staff Award Winners

The Quality Staff Award recognizes a team member who continually lives the TTUHSC value of Beyond Service by creating and delivering positive defining moments. They find the best positive outcomes, anticipate the needs of others with a generous heart, and go the extra mile as they invest in the overall success of the TTUHSC Mission. **Congratulations!**



- Gage Bailey – General Services
- Jason Coldiron – Purchasing
- Vijaya Mandava – Application Development
- Monica Orosco – Payment Services



[fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu)  
[BusAff@ttuhsc.edu](mailto:BusAff@ttuhsc.edu)

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.



3601 4th St. STOP 6209  
Lubbock, TX 79430  
(Mailing Address)