

Tips

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

The Clock is Ticking Printing Center Fiscal Year Deadline

May 2022

TTUHSC Printing Center is ready to assist with any of your printing, promotional items or mail needs. The deadline for billing items to FY 2022 is Wednesday, August 31. The completion date determines which fiscal year's funding is used. Any job completed on or before Wednesday, August 31, will be billed to the current fiscal year. Any job completed after August 31 will be billed to FY 2023. You may continue to submit print orders via PressWise at any time. There is no interruption in service or in fulfilling your printing, promotional items or mail needs, just a dividing line for billing purposes.

To the Rescue

We are able to provide promotional items such as notepads, notebooks and custom designed planners at a much faster turnaround than traditional promotional items since everything is completed in-house. With our Mimaki flatbed press we can also accommodate a wide variety of needs and requirements. For example, one customer ordered a dozen thumb drives with a pre-loaded presentation and then decided they wanted a logo printed on the device - TTUHSC Printing Center to the rescue!

Plan for Delays

Normally, the majority of projects ordered in August can be completed and billed in August, but the continuing printing paper shortages, promotional item backorders, and transportation delays are increasing delivery times. If you are unsure as to when your job can be completed, now is the time to contact the [Printing Center](#) at 806.743.2016. We will review your specifications and give you a delivery timeline and a quote. Place printing orders at [PressWise](#). Promotional items are available at [PromoPlace](#).

For additional information, follow this link:
[HSC OP 50.17](#).

For questions, contact printingcenter@ttuhsc.edu
or Promoplace@ttuhsc.edu.

