

# the NEWS

## from Business Affairs



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### Business Affairs

Click on the department below to  
view their website.

Questions or suggestions?  
Email [busaff@ttuhsc.edu](mailto:busaff@ttuhsc.edu)

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



## Identify the Purpose of Travel

When completing a Travel Application in the Travel system make sure that you select the correct "Purpose" category. The Purpose category is used to determine the type of required documentation and reporting purposes.

If "Attend Conference" is the Purpose category selected, you must upload a conference fact sheet or agenda with the application or voucher that contains the following information:

- Conference name
- Location – city and state
- Dates – beginning and ending

Use the Travel Explanation/Comments section to provide more detail about the purpose and benefit of the travel. Include any exceptions to travel guidelines or unusual circumstances such as:

- Rental car exceptions
- Sharing of rooms or meals
- Airfare exchanges
- Multiple location trips

- Leave/Vacation included between the trip start and end dates

The information that you provide to the Travel Office in the Travel Explanation/Comments section will allow timely processing without further communication to/from the preparer.

For questions, contact the Travel Department at [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu).



# Surplus Property - Let's Go Shopping!

At TTUHSC, an item becomes surplus property when the department prepares the proper paperwork and it is verified and the item is accepted by the Surplus Property Manager. All items must come through Surplus Property in accordance with State of Texas laws.

This article applies to the TTUHSC Lubbock campus. Other campuses may have items available on Public Surplus. Check with the local Surplus Property Manager for further information.

## Redistribution to a TTUHSC Department:

Departments may view property during normal [viewing hours](#) or on-line at [Public Surplus](#). You must register to view items available on-line:

- Use registration code: DO 51 WING 67.
- In the address box enter, 3601 4th St. STOP \_\_\_\_\_ (your mail STOP number).
- In option 1, enter your Department name. In option 2, enter your room number.
- Zip/Postal code is 79430-\_\_\_\_\_ (STOP number).
- Username and Password: choose your own Username and Password. Do not use your eRaider name and password. Public Surplus is not connected with WebRaider.
- For internal redistribution to a TTUHSC department, connect to your TTUHSC email account.
- A confirmation number will be sent via email.



To view the TTUHSC surplus site, click "Select Region" and Texas. Click "Select Agency" and Texas Tech University Health Sciences Center located near the bottom of the drop down list. View screen shots for visual assistance. Under the caption "View All Auctions for", click Texas Tech University Health Sciences Center. To tag an item for

redistribution, call General Services at 743-2099. Items listed for auction may be tagged for internal redistribution ONLY if a bid has not been placed on the item, or if a specific need for the item can be established by the requesting department. If you want to bid on auction items, you will need to register on Public Surplus as a buyer.

## Buy TTUHSC Surplus Property for Personal Use:

If you want to buy items for personal use, click "register." Do not use your TTUHSC email. Complete the form and go to the Buyer Agreement. Please read the Agreement thoroughly. The agreement is between the Registrant and Public Surplus, not TTUHSC. All payments will be made through Public Surplus. Public Surplus will add a 10% premium to all sales.



## Surplus Store Cash and Carry:

The Surplus store is a direct sale location in which items are sold to the general public for personal use. The items in the store are generally items that have been listed on the auction site without receiving a bid. The store is located in BA109 and the hours of operation follow the same times as the surplus viewing schedule, plus Friday 1-2 p.m. The items in the store range from small items (office supplies and artwork) to larger items (file cabinets, chairs and desks). You can find some great bargains with prices starting at \$1.00 and ranging up to \$10.00 for some of the larger items. Items must be removed the day they are purchased. All items are subject to 8.25% sales tax unless the Buyer provides a tax exempt certification to TTUHSC General Services - Lubbock.

## STORE HOURS

|           |                |
|-----------|----------------|
| Monday    | 9 am to 10 am  |
| Tuesday   | 11 am to 12 pm |
| Wednesday | 1 pm to 2 pm   |
| Thursday  | 4 pm to 5 pm   |
| Friday    | 1 pm to 2 pm   |

## BUSINESS AFFAIRS HOLIDAY PHOTOS



Shredded Paper Snowmen and Paper Tree at Southwest Campus. Created by Sylvia Bradley



Holiday Mini Tree decorated at Southwest campus. Created in Carole Wardroup's office.



BA Holiday Tree at Southwest Campus



## HOLIDAY TRIVIA!

1. What are the two other most popular names for Santa Claus?
2. What is the the best-selling holiday song of all time?
3. Are the traditional holiday plants known as poinsettias poisonous?
4. What color are the berries on the mistletoe plant?
5. What country is credited with creating the holiday beverage, eggnog?
6. How does Santa Claus return up the chimney to continue his journey after delivering presents?
7. How many ghosts are there in the movie *A Christmas Carol*?
8. What are the names of the eight original Reindeer?
9. What company made the concept of Santa Claus popular worldwide?
10. How many points does a snowflake usually have?
11. Which was the first state in the United States to recognize Christmas as an official holiday?
12. Which was the last state in the United States to recognize Christmas as an official holiday?

Turn to page 6 for answers.

### Did You Know?

### Contract Accounts Receivable Management

Notifications are being emailed to fund managers and originators of contract accounts receivable (AR) for AR amounts outstanding over 120 and 165 days from the day the AR was entered into the Contract Accounts Receivable/Billing System. These notifications serve as alerts that action may be required if the AR is not expected to be collected in the near future.

If you receive one of these notifications, please do the following:

1. If the AR is valid, contact the customer and determine when the payment will be received.
  - For payments expected to be received within 180 days of the date the AR was entered, no further action is required. When payment is received, deposit the payment and post the cash receipt against the existing AR.
  - For Payments not expected to be received within 180 days of the date the AR was entered, but for which the customer has indicated an expectation to pay, send an email to Accounting Services and request an exception to TTUHSC OP 50.06. Please identify the AR by contract and billing ID, and include recent communication/documentation which indicates the customer's intent to pay.
2. If the AR is not valid or is incorrect, send an email to Accounting Services to request deletion or correction of the AR. Please identify the AR by contract and billing ID.

For additional information refer to [TTUHSC OP 50.06](#) or contact Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu).

### Need to Know?

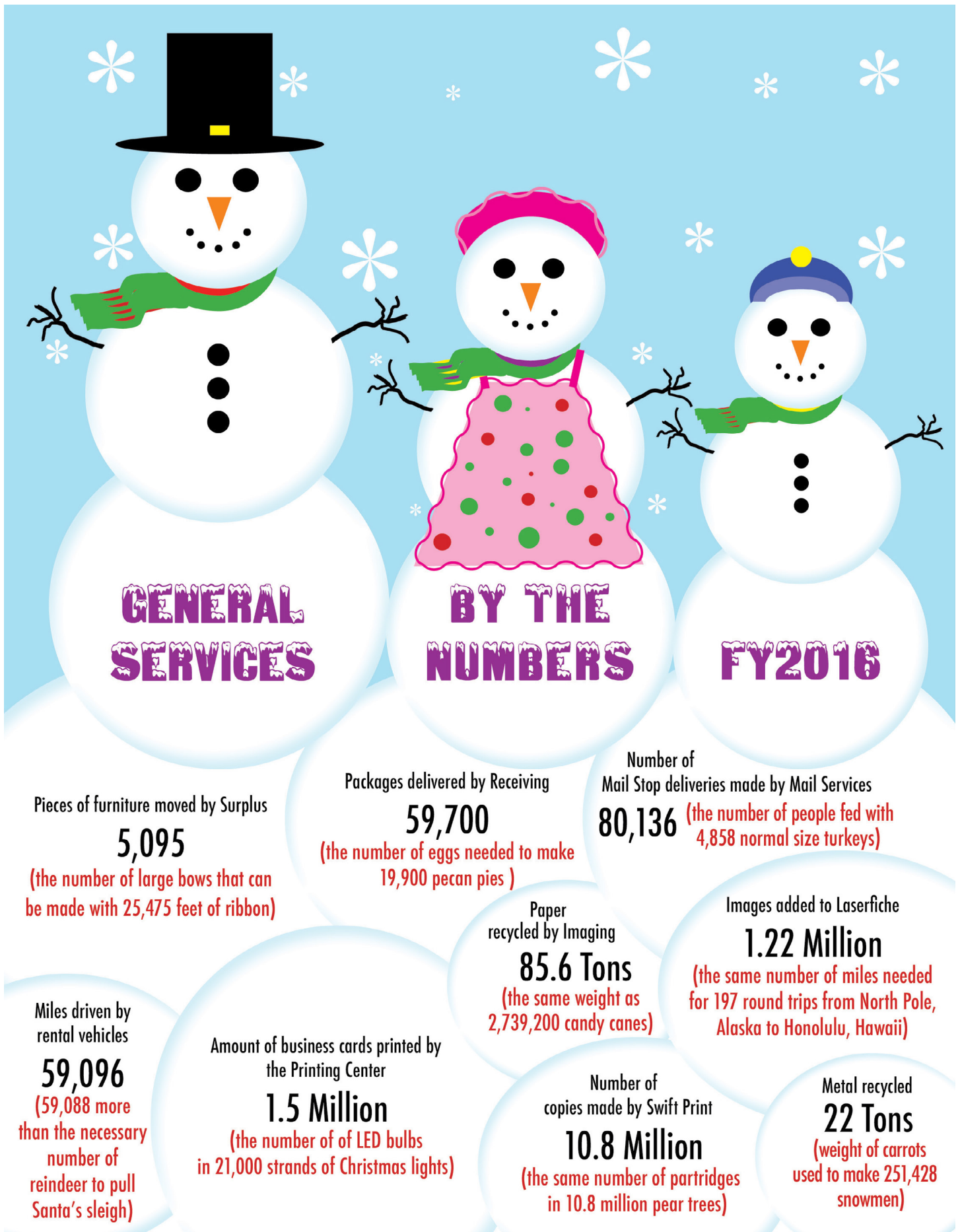
### Are You a Fund Manager?

#### Fund Manager Responsibilities

All funds have a designated fund manager. Fund managers are responsible for the financial and operational management of their funds. [HSC OP 50.03](#) lists 10 responsibilities for fund managers at TTUHSC.

**The Fund Manager must devote serious effort and energy to achieve institutional HUB (Historically Underutilized Businesses) goals.**

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# Department Updates

## Business Affairs

### Welcome to Business Affairs

#### **General Services:**

Roy Gollahon - Specialist II, Shipping and Receiving

#### **Student Business Services:**

Patricia Castillo - Senior Analyst

Alexis Gutierrez - Analyst II

#### **Personnel Changes**

#### **Application Development:**

Martin Slemmons - promoted to Programmer Analyst III

#### **Student Business Services:**

Tabitha Baines - promoted to Lead Analyst

## Payment Services

### **Reminder – No PHI or PII**

Invoices that have Personal Health Information (PHI) or Personally Identifiable Information (PII) should not be submitted as an attachment through TechBuy Comments. If a vendor invoice includes this information, it must be redacted prior to scanning and attaching in TechBuy.

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

## Purchasing

### **TechBuy System Training Sessions**

Purchasing will be conducting TechBuy System Training sessions as listed below. Content will center around demonstrations of TechBuy capabilities, purchase order creation, receiving receipts, e-invoicing and direct pay. Please choose a class time from the list below and click on the link. The link will open an automated email. Add your name and click send.

#### **Abilene and Dallas**

Tuesday, December 13, 2016

[Abilene: 1:00 – 3:00 – Room ABSOP 1130](#)

[Dallas: 1:00 -3:00 – DLSPSW 433 \(Techlink\) & DLSPVA 109AB \(Techlink\)](#)

#### **Odessa & Midland**

Wednesday, December 7, 2016

[10:00 - 12:00 – Room ODHSC 2C41](#)

[10:00 - 12:00 – Room MD TTPM210B \(Techlink\) & MDPA B01A \(Techlink\)](#)

#### **Lubbock**

Tuesday, December 6, 2016

[10:00 - 12:00 – Room ACB 150](#)

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) or 806.743.7841.

## HOLIDAY TRIVIA ANSWERS

1. Saint Nick and Kris Kringle.
2. The 1942 “White Christmas” sung by Bing Crosby.
3. No. A study showed a 50-pound child would have to eat more than 500 poinsettia leaves to have any harmful effect.
4. White.
5. England
6. Santa places his finger on the side of his nose, gives a smile and a nod.
7. Four.
8. Blitzen, Comet, Cupid, Dasher, Prancer, Vixen, Dancer, and Donner.
9. Coca-Cola.
10. Six.
11. Alabama.
12. Oklahoma.

***We welcome your feedback! Please email your comments and suggestions to: [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu)***