

the NEWS

from Business Affairs

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BUSINESS AFFAIRS:

A division of Finance and Administration consisting of 11 areas that provide essential financial and support services to departments within TTUHSC.

Click on the department name below to view their website.

Questions or suggestions?
Email busaff@ttuhsc.edu

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



IT Wants Your Surplus Laptops

Update

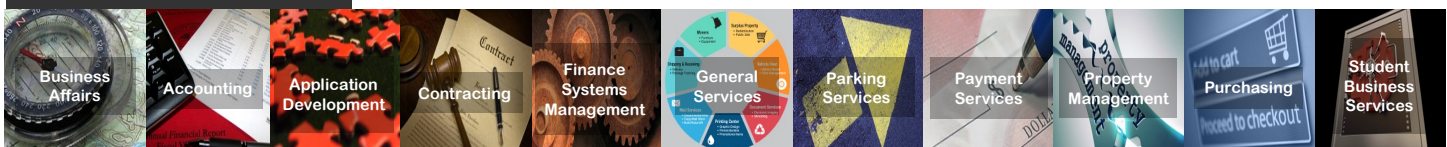
Effective September 1, 2020, the IT Division updated the computer surplus procedure. Changes in the procedure include the application of a Surplus Approved sticker to the computing device by an IT Solution Center technician. No computing device will be admitted to surplus without a sticker affixed. Instructions for this work flow can be found in [SolveIT](#). Login and search for "How to Surplus Computer Devices". The full procedure is located at this [link](#).

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

Your campus Surplus Property is no longer accepting transfers of laptop computers. Laptops identified as surplus will now be taken to your campus IT Solution Center for hard drive removal.

Follow these steps if you need to surplus a laptop:

1. Find the laptop in your property inventory and initiate an online transfer request in the [Property Inventory System](#). Initiate the transfer to the [Computer Surplus](#) department for your campus. Enter "Surplus - hard drive removal" as the Transfer Reason.
2. Once the transfer is pending, complete the [Surplus Laptops Pending Transfer](#) report in Cognos. The report is located at: **Public Folders > HSC Finance > Surplus**. **Hint:** Use Internet Explorer as the browser.
3. Running the report produces an auto-populated form of the items from the online transfer request. Add any non-inventoried laptops that will transfer to the form. Be as complete as possible in the description. Print to PDF and attach the completed form to the laptop. If you have only non-inventoried laptops to surplus, use the [Non-Inventoried Items](#) form.
4. **DO NOT** remove the hard drive or other applicable storage device.
5. Create a STARS (www.ttuhsc.edu/IT/STARS) work order, or contact the IT Solution Center to request an appointment time for delivery. Include the TTUHSC asset tag numbers in the work order. Bring the laptop, with the completed form to the



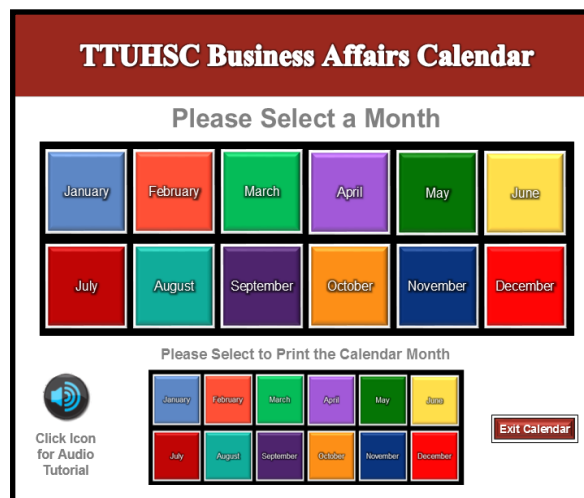
Fiscal Year End - What's On Your Calendar?

Is your calendar up to date with all the deadlines and processes for the financial year end close for FY 2016? The [Business Affairs Calendar](#) contains the information you need concerning all the important dates for completing the annual fiscal close process.

You can select from two calendar options: a monthly calendar view (top) that provides date details arranged by department and a month-at-a-glance calendar for each month (bottom) that you can view and print. The Calendar is available from the WebRaider portal on the F & A Work Tools tab under the Finance channel and Finance Home.

The year end deadlines and processes began in May. Your assistance with the fiscal year end closing process is critical. A consolidated view of the fiscal year end closing deadlines and processes for FY 2016 is available by clicking [here](#).

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



Did You Know?

Travel Proof of Payment

When submitting travel requests with advances and travel vouchers for reimbursement of lodging and transportation expenses incurred while on official TTUHSC travel status, **travelers must provide proof of payment**.

The [Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Rule 5.22](#) states that "Proof of payment must be documented to validate that the expenses were actually incurred". [HSC OP 79.06](#) also provides information about proof of payment for reimbursable travel expenses.

Proof of payment includes credit card receipts, credit card billing statements, cancelled checks or cash receipts with dates, times, location and type of expense clearly visible. If you use your State of Texas issued Travel card, proof of payment is easily obtainable after the fact and is an acceptable "Proof of Payment".

Remember to black out or "redact" any personal information on a credit card statement including the string of numbers at the top of each page.

More Information? TTUHSC Policy is set by State Law. The State Comptroller has a website, [TexTravel](#), that provides the basis of TTUHSC policies.

For questions contact the Travel Department at Travel@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 is responsible for maintaining correct program coding. Program Code information can be found in the [Training Center](#). Only the person submitting the transaction can accurately determine the proper coding for most current funds (E&G, Designated, and Restricted funds).

Surplus - See What's In Store for You!



Auction	Title	Time Left	Bids	Current Price
1604149	Tall Wood Bookshelf	2 hours 17 min	4	\$19.50
1606896	Harris 80mFreezer Model	3 hours 17 min	0	\$10.00

Is your department taking advantage of surplus items? Most surplus property is available for on-line viewing and bidding at www.publicsurplus.com. These items are available for a limited time at no charge to requesting departments. If you have a need for surplus equipment, check this site frequently because availability changes daily. Contact [Dave McMurray](#) if you need a department ID to view items before they go on sale.

After certain requirements are met, surplus property in Lubbock is available for sale to the general public.



Did you know that we also have some items that are available cash-and-carry in the General Store, room BA109 of the HSC building? Chairs, artwork, and other items are constantly changing, so be sure to come by often!

We accept cash, checks, and Visa, MasterCard & Discover Credit/Debit cards.

Payment and Collection of Sales Tax

TTUHSC is **exempt** from **paying** sales tax on purchases under [Texas Tax Code](#). TTUHSC departments should utilize the [TTUHSC Sales and Use Tax Exemption Certification and Letter](#) when procuring taxable goods and/or services as proof of TTUHSC's tax exemption status.

On the other hand, TTUHSC is **not exempt** from **collecting** sales tax on certain sales made by TTUHSC's departments. Taxable items, as defined by Texas Law, are tangible personal property and taxable services. Below are some examples of items that are **NOT taxable** when sold by a TTUHSC department:

- Prescription drugs
- Prescription lenses including contact lenses
- Hearing aids
- Patient Care Services

- Non-prescription drugs with Drug Facts panel
- Nutrition supplements with Supplement Facts panel
- Wound care items

Sales of other items likely require the collection and remittance of sales tax. TTUHSC departments should contact the TTU Tax Compliance and Reporting office at (806) 742-3111 or tax.forms@ttu.edu with specific questions related to the collection of sales tax. Additional information is also contained in [TTUHSC OP 50.36](#), Sales Tax Collection.

For questions contact Accounting Services at hscacc@ttuhsc.edu.

Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Friday, July 1, 2016. You will receive an email reminder if you have effort to certify for the March 1st - May 31st Period of Performance. The Certification Period closes on Friday, July 22, 2016.

Training videos are available on the **ecrt** Training page. Click [here](#) to be taken to the available videos and other training documents.

For assistance, email effortreporting@ttuhsc.edu.

Department Updates

Welcome to Business Affairs

General Services:

Martha Madrid-Jackson - Specialist III, Mail Services

Purchasing:

John (Juan) Rodriguez - Section Manager

Personnel Changes

Applications Development:

Steve Oughton, Lead Analyst, transferred to TTUHSC El Paso

Finance Systems Management:

Alexa Galle - promoted to Section Coordinator

Parking Services:

James Collins - promoted to Analyst II

Retirements

Finance Systems Management:

Bob Beights, Unit Coordinator, left on March 31st

Parking Services:

Sharon Mackey, Lead Specialist, left on April 30th

Business Affairs

Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Tuesday, June 21, 2016, from 3 to 4 p.m. (CT). The Quarterly Meeting provides department updates, announcements, reminders and answers to any Purchasing questions you may have. The meeting will be broadcast via TechLink from Lubbock SW Campus 240V to the locations below:

- Abilene – Room ABSOP 1130
- Amarillo - Room AMHSC 4713 and AMSOP 335
- Dallas - Room DLSPSW 514, DLSPVA 200A
- Lubbock - Room ACB 110
- Midland - Room MDPA B01A
- Odessa - Room ODHSC 2C13

For questions, contact Purchasing at purchasing@ttuhsc.edu or 806.743.7841.

Purchasing

Parking Lot Construction

Driving through the HSC Lubbock campus you probably noticed ongoing parking lot construction. Parking Lot E3 and Angle parking are being reconfigured to increase capacity in these two parking areas and construction along the western edge of Parking Lot D3 will also add some additional spaces. A total of 157 new parking spaces will be added when the E-3 project is complete. Reconfiguring the parking lots will also allow traffic to flow more efficiently.

During construction, students will utilize student parking lots F2, F3 or A3 and the following employee parking areas are going to be blocked off:

- The western edge and north row of parking lot D3
- The north row of parking lot B3

Construction began in mid-May and is expected to be completed in three months. The E-3 project will complete construction of 621 additional parking spaces added over the last 15 months.

For more information, contact Parking Services at Parking@ttuhsc.edu.

[Parking Lot Construction Maps](#)

Parking Services

We welcome your feedback! Please email your comments and suggestions to: fsm@ttuhsc.edu.