

the NEWS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

New Business Affairs FAQs

Everything You Always Wanted to Know About Business Affairs
(But Didn't Know Where to Ask)

New Business Affairs FAQs

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Chip and PIN Technology
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BUSINESS AFFAIRS:

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

Click on the department name below to be taken to their website.

Questions or suggestions?
Email busaff@ttuhsc.edu

As the name implies, FAQ - Frequently Asked Questions, are a type of web-page that lists questions frequently asked by users. We've all seen FAQ pages that have bizarre questions that have never entered anyone's mind such as, "Why is this newsletter so amazing?", but the Frequently Asked Questions on the Business Affairs FAQs pages are finance related questions submitted by Business Affairs departments that are asked over and over again.

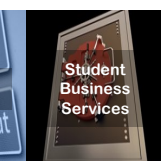
Each department within Business Affairs now has an FAQ page with links to questions that are specific to that department. The Business Affairs FAQ page has two tabs, one for FAQs by department and one for FAQs by topic. A Frequently Asked Questions link in the left navigation bar provides easy access to the [FAQ](#) pages.

The FAQ pages not only make finding the answers to your questions easy, but also provide links to the referenced application (if applicable), more information about the

topic and contact information. An Expand All button in the Topics section allows you to search for words using CTRL-F or F3. Enter the word in the "find" box (for IE).

The goal of the Business Affairs FAQs pages is to provide easy access to the most commonly asked finance related questions and their respective answers. This translates to efficiency and convenience for users.

If you have a Frequently Asked Question, please email your FAQ suggestion to Business Affairs at busaff@ttuhsc.edu.



Did You Know?

New Chip and PIN Technology

CitiBank Introduces New Card Technology

All cards for any new accounts and current Purchasing and Travel Cardholders that need replacements or have cards with expiration dates for upcoming months, will be receiving new CitiBank cards with the next generation of payment card technology - "Chip and PIN".

How It Works to Combat Fraud

Chip and PIN cards contain an encrypted microprocessor that is embedded in the card. If the card is lost or stolen, the embedded microchip makes the card extremely difficult to counterfeit. When making a purchase where Chip and PIN equipment is used, you will be prompted to enter your four-digit Personal Identification Number (PIN) known only to you.



By working together with Chip and PIN terminals, the new card technology ensures a more secure transaction by validating both the card and cardholder. This added layer of security makes it much harder for hackers to steal your personal information.



Some Things Don't Change

All Citi Chip and PIN cards will continue to have a magnetic stripe, enabling cardholders to use their Citi Chip and PIN cards at merchants who have not adopted Chip and PIN technology.

For additional information and FAQs, see [CitiBank Introduces Chip and PIN Technology](#).



Email PCard questions to: Pcard@ttuhsc.edu.
For Travel Card questions, email 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 the 248 fund managers at TTUHSC.

Fund Managers must read and understand all institutional policies concerning fund management including all OPs in Sections 50, 54, 65, 72, and 79. [TTUHSC OPs](#)

Annual Certification of Departmental Inventory

Due April 30, 2015

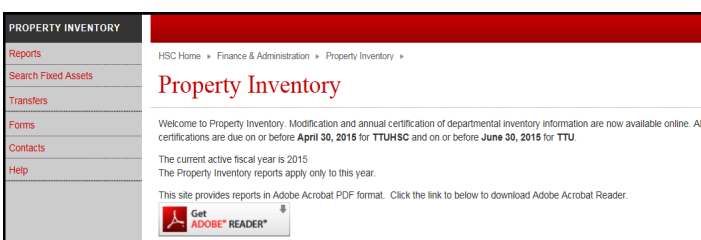
The state Purchasing and General Services Act requires that a complete physical inventory be conducted and certified each year. The Annual Certification of Departmental Inventory is due by April 30, 2015. The certification can be completed in the [Property Inventory](#) system.

Property custodians will receive reminder emails until the inventory has been submitted and approved.

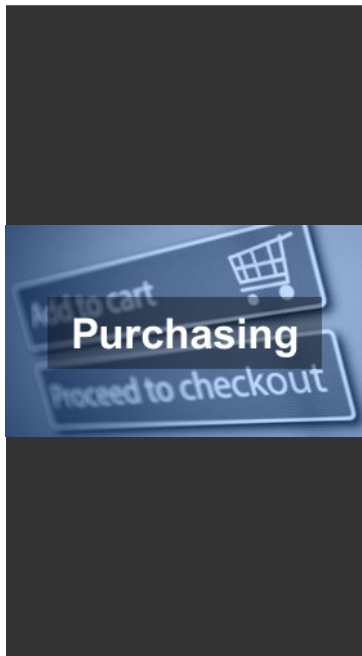
It is important to note that you must allow sufficient time before the certification deadline for updates and changes to process in the system to ensure all inventory reports contain the correct information before submitting the reports for certification.

Additional information about the Annual Certification of Departmental Inventory can be found by clicking [Help](#) in the left menu bar of the Property Inventory webpage.

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



Spring Forward One Hour
Sunday, March 8th at 2 a.m.



Department Updates

Welcome to Business Affairs

Parking Services:

Jerry Brown - Senior Attendant

Payment Services:

Alexa Galle - Analyst II

Student Business Services:

Samantha Franek - Analyst II

Kristal Wilson - Section Coordinator

Jill Black - Associate Managing Director

New Email for Cash Receipts System Users

A new email address, SBSCashReceipts@ttuhsc.edu, was created to increase efficiency for the Cash Receipts system users. Submit all electronic cash receipts and forward all inquiries about cash receipts to this new email address. You can find this email address in the Global Address List under SBS Cash Receipts.

For questions, contact Student Business Services at SBSCashReceipts@ttuhsc.edu.

Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Wednesday, March 11, 2015, from 3 to 4 p.m. (CT). The Quarterly Meeting will provide department updates, announcements, reminders and answer 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 2200
- Amarillo - Room AMHSC 4713
- Dallas - Room DLSPSW 514 and DLSPVA 200A
- El Paso - Room ELP CSB A3500 (2 – 3 p.m. MT)
- Lubbock - Room HSC 1C125B
- Odessa - Room ODHSC 1C12

For questions, contact Purchasing at purchasing@ttuhsc.edu or 806-743-7841.

DO NOT Participate In Online Auctions

Use of on-line auction sites such as e-Bay requires pre-approval before each use. No blanket pre-approvals will be provided. Any use of an on-line site still requires the user to follow all TTUHSC Purchasing policies and guidelines.

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

Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Wednesday, April 1, 2015. You will receive an email reminder if you have effort to certify for the December 1st - February 28th Period of Performance. The Certification Period closes on Wednesday, April 22, 2015.

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

For questions, contact Effort Reporting at effortreporting@ttuhsc.edu.

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