

# the NEWS

from Business Affairs

1  
Amazon Business  
@  
TTUHSC

2  
Annual Certification  
Batching Credit Card  
Transactions  
Are You a Property Custodian?

3  
Expansion Project Preview

4  
Department Updates

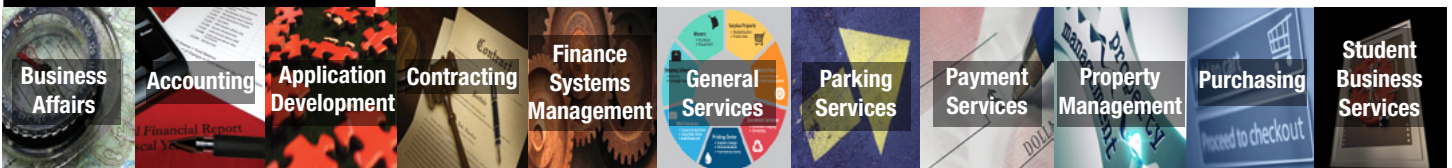
## Business Affairs

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 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.



## Everything You Love About Amazon. For Work.

### What is Amazon Business?

Amazon Business is everything you love about Amazon, tailored to serve higher education customers.

Amazon Business is a no cost (no Amazon Prime Membership fees) marketplace offering access to hundreds of millions of products (more than are found on Amazon.com consumer site) in hundreds of categories. Compare and shop from over 35,000 certified Amazon Business sellers in a single marketplace.

Amazon Business gets you what you want fast with FREE two-day shipping on eligible orders of \$49 or more. Plus, you choose how and when you want your order delivered with Amazon's world-class logistics network.

Amazon Business provides a dedicated customer service team, live manufacturer experts to answer your product questions, and a single point of contact customer advisor to help achieve your purchasing goals and optimize service and features for your account.

Amazon Business is selection, savings and service. Everything you already love about Amazon.

**Coming in March 2017!**

**All purchases will be made using the P-Card. All P-Card policies will apply.**

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



# Annual Certification of Departmental Inventory

State law requires that a complete physical inventory be conducted and certified each year. The Annual Certification of Departmental Inventory must be completed in the [Property Inventory](#) system.

All certifications are due on or before April 30, 2017. Property custodians will receive reminder emails until the inventory has been submitted and approved.

It is important to note that sufficient time must be allowed 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 and then TTUHSC.

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

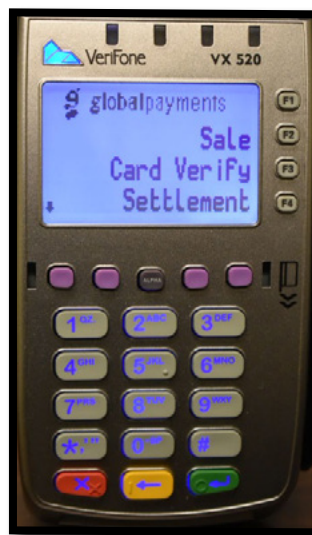
## Did You Know?

## Batching Credit Card Transactions

Credit card terminals should be batched and settled daily in order for TTUHSC to receive payment for credit card payments accepted.

When a batch process is completed on a credit card terminal, credit card transactions are automatically settled, and payment information is remitted to TTUHSC's credit card processor. TTUHSC's credit card processor then collects those payments from the various credit card companies and deposits the related revenue into TTUHSC banks. Thus, if the batch process is not completed on a terminal, the revenue related to the credit card transactions will not be received by TTUHSC.

For questions, contact Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu).



If a failed batch error occurs on a terminal, the following steps should be performed sequentially in order to resolve the issue:

1. Immediately contact the credit card processor's Help Desk. Help Desk contact information is located on the terminal.
2. If the Help Desk cannot resolve the problem, it should be escalated to the 2nd level Support Team at 800.462.6612.
3. Any documentation faxed to the credit card processor for use in resolving the issue should also be sent to Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu) for use in monitoring the receipt of the related deposit(s) into the TTUHSC bank.

## Need to Know!

## Are You a Property Custodian?

### Property Custodian Responsibilities

Department property custodians have the responsibility to manage, control and account for all assets within their department. [HSC OP 63.10](#) lists 13 responsibilities for property custodians at TTUHSC.

**The property custodian is responsible for ensuring that property tags are affixed to equipment in a timely manner. Property tags are automatically generated when a payment is processed against an account code that has been identified as a capital or controlled item account code.**

# EXPANSION PROJECT PREVIEW

## Expansion Project for TTUHSC Lubbock Campus

The construction phase of the Lubbock campus facility projects will begin soon. The project will consist of three parts:

1. A north expansion that will create two buildings north of the existing TTUHSC building.
2. A west expansion that will add additional facilities to the west side of the existing TTUHSC building.
3. The creation of a boulevard entrance to campus for accessibility.

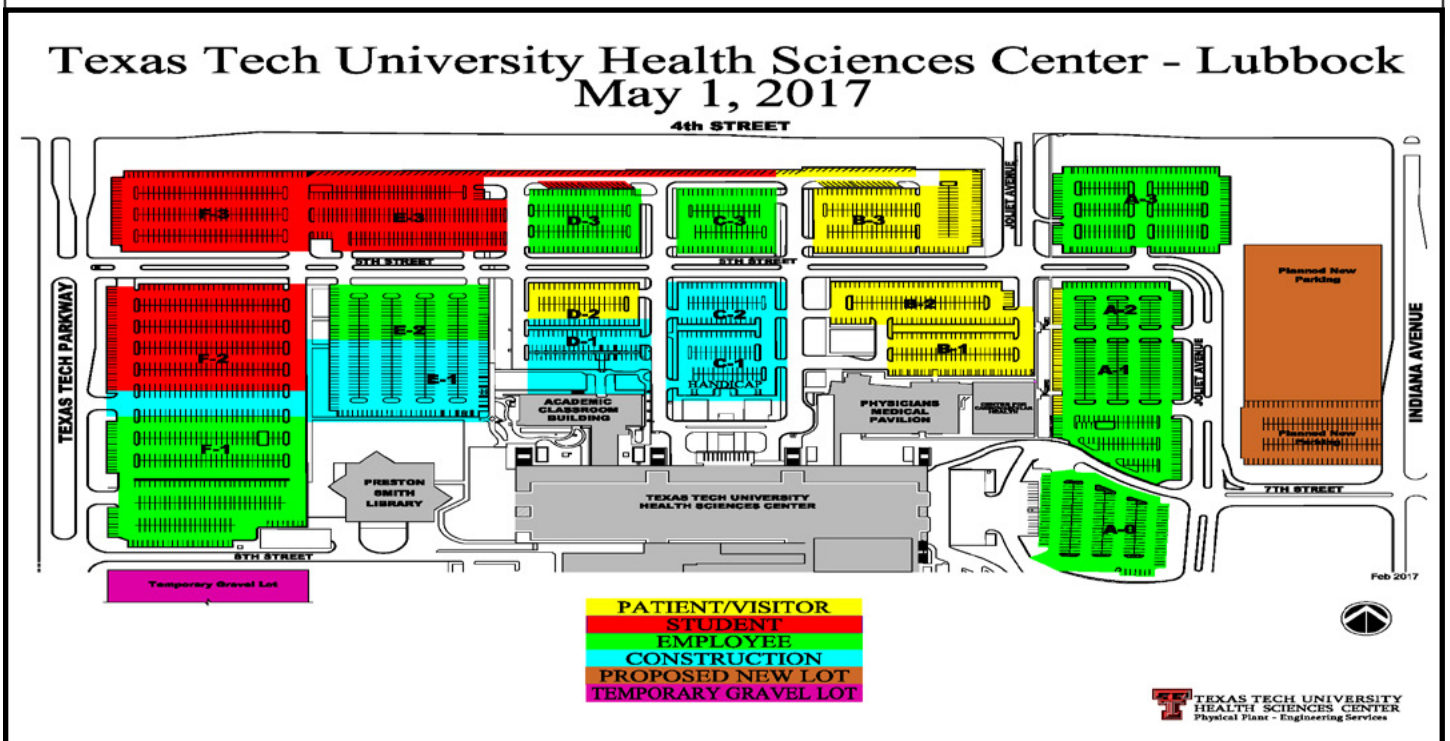
Click [here](#) for the news article in the Daily Dose.

The main campus parking lots will change as the construction site is fenced off and construction begins. A Lubbock Parking Advisory Committee has been formed to provide a communication link and participate in the decision of how the parking lots will be reconfigured. Members of the committee are listed below:

- Administration - Bryce Looney, Manager for Presidential Services and Events
- Faculty Senate - Michaela Jansen, Associate Professor
- Graduate School of Biomedical Sciences - Pam Johnson, Managing Director, Assistant Dean
- School of Health Professions - Micheal West, Assistant Dean Finance and Administration
- School of Medicine Patient Services - Dennis Lamb, Chief Experience Officer
- School of Nursing - Karla Chapman, Associate Academic Dean
- School of Pharmacy - Staci Moss, Assistant Professor
- Staff Senate - Trace Moore, Programmer Analyst
- Student Government Association - Cheyenne Mangold, SGA President

More information will be provided as the construction phase begins.

The map below shows the proposed construction footprint. Click [here](#) to view a PDF image of the map.



# Department Updates



## Welcome to Business Affairs

### **Contracting:**

Jill Ramsower - Associate Director

### **General Services:**

Nora Hyman - Sr. Designer, Printing Center

Vivian Williams - Spec. III, Mail Services

Bennie Flores - Spec. II, Mail Services

### **Personnel Changes**

### **Accounting Services:**

Rose Pena - promoted to Analyst



## **Travel Update** **State Contracted Travel Agent**

If you arrange travel for prospective employees and utilize TTUHSC's Business Travel Account (BTA), use the state contracted National Travel Service (NTS) to ensure the lowest rate for the Travel Agency Fee. This contract rate applies to employee travel as well.

Using NTS is the most cost effective method and must be used if travel is on state funds unless an approved exception exists. A completed [Exceptions to the Use of Contract Travel Services](#) document must be attached to the voucher in the Travel System.

Travel Agency fee for NTS:

- Domestic: \$11.79
- Foreign: \$19.99

NTS Contact Information:

- Agent: Soren Palmquist
- Phone: 800.542.0542
- Email: [gov@nationaltravelsystems.com](mailto:gov@nationaltravelsystems.com) or [govteam@nationaltravelsystems.com](mailto:govteam@nationaltravelsystems.com)
- TTUHSC Agency Number: 739

### **Cost Savings of State Contracted Travel Agent**

	National Travel Service Contract	National Travel Service Non-Contract	Local Travel Agent 1	Local Travel Agent 2
Domestic	11.79	35.00	30.00	25.00
Foreign	19.99	35.00	30.00	30.00

More information: [HSC OP 79.05](#), [State Travel Management Program](#)

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



## **Purchasing Quarterly Meeting**

The Purchasing Quarterly Meeting will be in April. Dates and locations will be announced.

## **New Staples Representative**

Liz Gurrola, Strategic Account Leader, is the new representative.

- [Liz.Gurrola@staples.com](mailto:Liz.Gurrola@staples.com)
- 915.342.0192

## **Staples Purchasing Support Guidelines**

Click [here](#) for Support Guidelines

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

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