

the NEWS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Swift Card Program

New Payment Process for Participants in Patient Studies or Surveys

The Swift Card Program is replacing the old Direct Pay System, Petty Cash and merchant gift cards to pay participants in patient studies or surveys.

Payment Services is the administrator of this program and their goal is to transition all participant payments over to Swift as soon as possible.



Card Program User Guide, which can be found on the [Swift Card Program](#) website, is sufficient in getting started. Also, please be sure to review [OP 72.19](#) to ensure your study is in compliance. A link to the website has been added in the Accounts Payable section on the F&A Work Tools tab.

For questions regarding this program, please contact Annette Hinojos in El Paso at Annette.A.Hinojos@ttuhsc.edu or 915-215-4582. For all other locations, please contact Lindsey Myers at Lindsey.Myers@ttuhsc.edu or 806-743-7360.

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Volume 15, Issue 1
September, 2014

BUSINESS AFFAIRS:

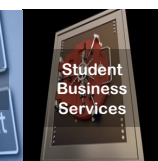
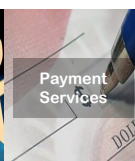
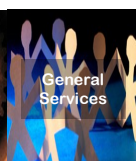
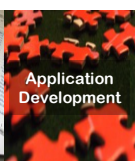
A division of Finance and Administration consisting of eight areas that provide essential financial and support services to departments within TTUHSC.

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

Questions or suggestions?
Email busaff@ttuhsc.edu

The Swift program allows departments to issue TTUHSC branded reward cards to participants at the time of their visit or consultation for the dollar amount based on the fee schedule established by the guidelines of the grant or project. The cards have no value until they are activated by Departmental users by signing into the Swift Card OMSi System. Once activated, the participant can immediately use their card wherever Visa is accepted.

Payment Services is offering one-on-one training sessions, however, the process is so simple that users have found that reviewing the *Getting Started* and *Swift*



Staples Support Guidelines

Non-Catalog/Special Quotes

- All requests for products not within the punch-out platform should be directed to the Staples Resolution Specialists via email at ediversitysupport@staples.com. They will send a confirmation email upon receipt of the quote request.
- Once the quote is entered, the resolution specialist will provide the TTUHSC Support Box, purchasing@ttuhsc.edu, with an email on the outcome of the request and a quote number.
- All quote requests must include:
 - * **Item Description, Quantity Requested, Requestor's Name, Phone & Ship-to Code**
- All non-catalog POs should include the email address ediversitysupport@staples.com in the distribution field on the requisition.
- The PO will be processed and then an order number, total and ETA will be provided.



That was easy

Backorders/Shipping Problems/ Product Knowledge/Price Matching/Order Status

- First point of contact: **Dedicated Summus Customer Service Team** at 1-800-527-3068.
- Customer Service: **(1-800-527-3068** or ediversitysupport@staples.com)
Can handle most issues related to orders, order status, pricing, drop ships, and missing/damaged products.

Escalation Process

1. If Customer Support cannot resolve or take care of the issue, please email or call:
 - * Tiffany Robinson: Tiffany.Robinson@staples.com or 806-773-6672
 - * Fabiola Garza: Fabiola.Garza@summusindustries.com or 281-640-1765 x102
2. If the issue cannot be resolved by Tiffany and/or Fabiola, please email Francisco Gonzalez, Area Sales Manager (ASM) Francisco.Gonzalez@Staples.com
3. If any issue cannot be resolved by the ASM, please email: Howie Aroesty, Regional Sales Director Howie.Aroesty@Staples.com
4. If issues are not covered in these guidelines, please contact Purchasing at purchasing@ttuhsc.edu.

Did You Know?

TTUHSC Finance Facts!

- As of August 31, 2014, TTUHSC has 2,775 active funds and TTUHSC at El Paso has 701 active funds.
- Texas Tech University System is currently undergoing a system wide Bank Depository change to JP Morgan Chase.
- TTUHSC at El Paso was established as a separate entity of Texas Tech University System on May 18, 2013 under Texas Senate Bill 120. TTUHSC at El Paso expects to receive the first appropriated funds under the General Appropriations Act for the 2016-2017 biennium.
- The Annual Financial Report for TTUHSC is due to be filed with the Comptroller of the State of Texas by November 20th each year.

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.

Reconcile ledger transactions to departmental transactions to ensure that departmental transactions are properly and timely reflected in Banner

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Department Updates

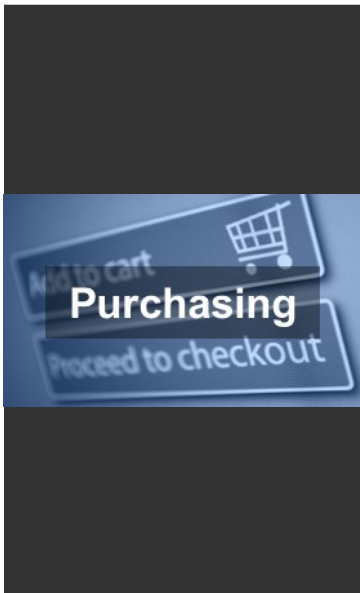


2015 Fiscal Year

Happy New Fiscal Year!

The new Fiscal Year for TTUHSC which marks the implementation of the new budget, began on September 1, 2014 and runs through August 31, 2015.

There are many year end processes and deadlines that must be completed for FY 14. Click [here](#) to view the details for all the year end processes and deadlines.



Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Tuesday, September 16, 2014, from 2:30 to 3:20 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 noted below:

- Abilene – Room ABSOP 2200
- Lubbock - Room ACB 110
- Dallas - Room DLSPSW 433
- Odessa - Room ODHSC 1C212
- Amarillo - Room AMHSC 4720
- El Paso - Room EPAC212 (1:30 – 2:20 MT)

TechBuy System Generated Emails

DO NOT reply to system generated emails (emails that come from SciQuest). The Purchasing SciQuest Support email address is not monitored/used by the TTUHSC Purchasing Department as a communication channel for TechBuy orders/questions. The Purchasing SciQuest Support email box is owned by the TTU Academic Campus. Please communicate with TTUHSC Purchasing by creating a new email or forward emails to purchasing@ttuhsc.edu.

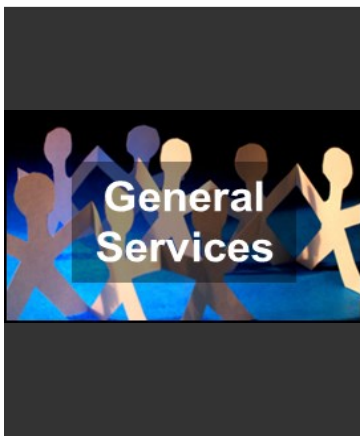


Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Wednesday, October 1, 2014. You will receive an email reminder if you have effort to certify for the June 1st - August 31st Period of Performance. The Certification Period closes on Wednesday, October 22, 2014.

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.



Surplus Property Redistribution

Surplus Property collects items with residual value from departments and our first priority is to redistribute within TTUHSC. Typically there is a wide variety of new and used office supplies and used furniture and equipment.

- Check out our [website](#) for location, hours, FAQs and to view available items online.
- We have chairs available to redistribute to departments at no cost. Chairs are also available for \$5 each (plus tax) on a cash-and-carry basis during normal viewing hours in BC404.
- Used campus mail envelopes are available at Surplus and at Copy/Mail in BA109.
- Departments may bring small surplus items such as office supplies to BC404 during normal viewing times. Forms are available online to arrange pick-up of larger items and to transfer items listed on property inventory.

For more information, please email generalservices@ttuhsc.edu or call 806-743-2093.

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