

the NEWS

from Business Affairs

1 New Contract Management System

2 New System Continued Contracts: Board Approval Are You a Fund Manager?

3 Department Updates

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.

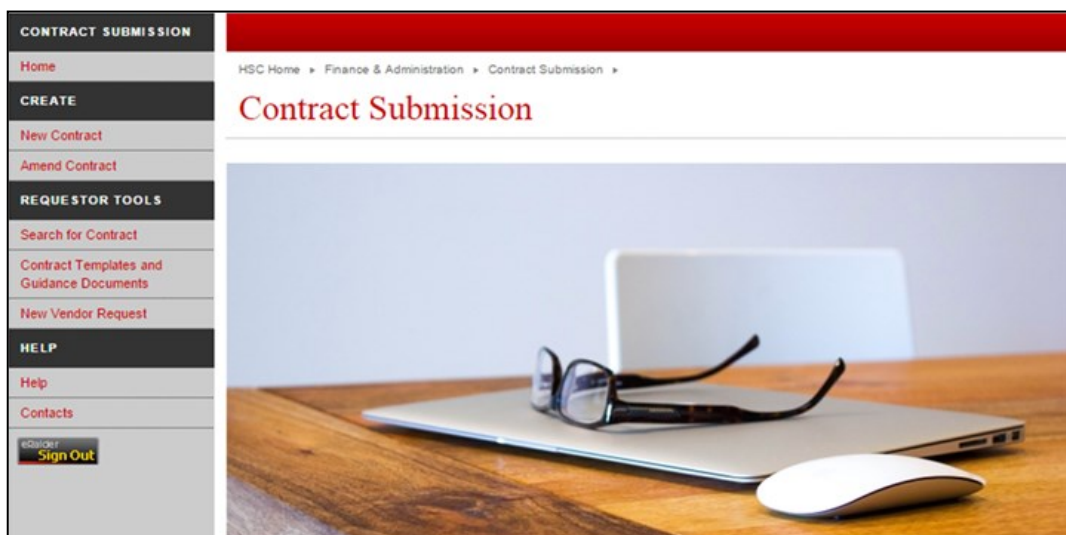
Questions or suggestions?
Email busaff@ttuhsc.edu



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

New Contract Management System

New system with improved features and updated Contracting website



Effective September 1, 2015, the TTUHSC Contracting Office introduced a new Contract Management System and an updated [Contracting website](#).

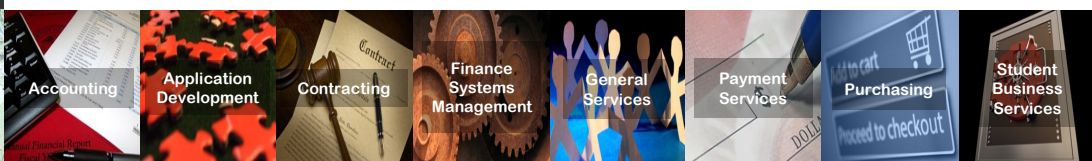
The new Contract Management System offers several improved features including:

- Electronic contract/amendment submission
- Notifications with immediate contract numbering
- Electronic routing
- Improved search

The updated Contracting website provides many functional improvements for users:

- The “content site” will include General Counsel approved contract templates to facilitate ease of drafting and time benefits for approval, simple instructional documents for submitting, amending, and searching agreements, improved new vendor set-up, and other pertinent information e.g., signature delegations, solicitation templates, and workflow diagrams.

Continued on Page 2



New Contract Management System Continued from Page 1

- The new “application site” automates in electronic form the submission, routing, and signature of new contracts and amendments, while contract search functionality allows for keyword and simultaneous field searches.

With the improved layout and commonly used links added to the home page, the general user experience is improved when searching, submitting, setting up new contract entities, and accessing templates and guidance documents.

For questions, email the Contracting team at: contracting@ttuhsc.edu.

Did You Know?

Contracts Require Board Approval

Authorities of the Board of Regents

[HSC OP: 54.01](#), Contracting Authority and Policy, states the institutional policy relating to the approval of contracts. Authority for approval of TTUHSC contracts is vested in the TTUHSC Board of Regents. This approval authority applies to all contracts, regardless of the external agency or source of funds. The Board of Regents has established policies regarding contracting approvals, which are published in the Regents’ Rules. Section 07.12, governs the contracting procedure and signatory authority and is summarized as follows:

Contract Terms	Regents' Rules Section Citation	Approval Required
Contracts in excess of \$1,000,000 per year	07.12.2.a	Board
Contracts for real property: sale or purchase; and lease for more than 4 years (unless the contract can be terminated without cause with notice of 120 days or less)	07.12.2.e(1)(a)	Board
Contracts in excess of 4 years (unless the contract can be terminated without cause with notice of 120 days or less)	07.12.2.e(1)(b)	Board
Contracts for minor construction projects	07.12.2.c	Chancellor (for TTUSA projects) or President (for institutional projects)
Consulting contracts in excess of \$25,000 per annum, and all modifications that increase such contracts	07.12.2.d(1)	Board
Consulting contracts of \$25,000 or less per annum	07.12.2.d(2)	Chancellor or President, as appropriate - with prior notice to chairs of Board and F & A Cmte
Initial contracts for vending machines	07.12.2.g	Board
Location of vending machines	07.12.2.g	President
TTUSA contracts of \$1,000,000 or less per year	07.12.3	Chancellor
Component institution contracts of \$1,000,000 or less per year; amendment or renewal of such component institution contracts	07.12.4	President
Sponsored program project contracts	07.12.2.b	President
Employment contracts (included as Att. A)	[see Appendix A]	varies

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 managing cash flow through effective internal procedures, timely billing, contract negotiation, and other means available. Good cash flow procedures are necessary to ensure maximum earnings and to avoid negative cash balances.

Department Updates



Welcome to Business Affairs

Purchasing

Pam Schroeder - Senior Analyst

Personnel Changes

Finance Systems Management

Alexa Galle - promoted to Section Coordinator (Transferred from Payment Services)

Bob Beights - Unit Coordinator (Transferred from Contracting)

Accounting Services

Lisa Castillo - promoted to Section Supervisor

Parking Services

Jerry Brown - promoted to Coordinator

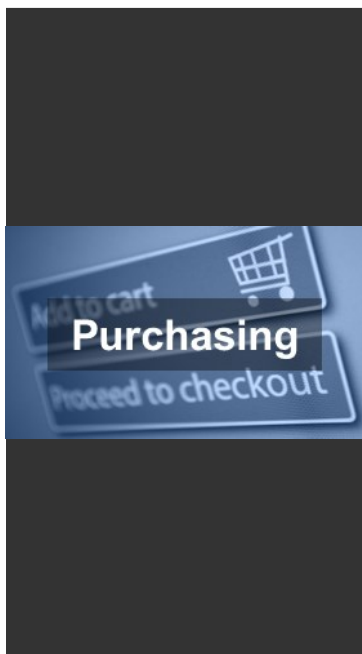


New Parking Lots for Fall 2015

Construction has begun to give Faculty/Staff, Patient/Visitors, and Students additional parking! Reconfiguration of current parking spaces and lots and new construction of parking spaces and lots will yield a total net gain of 454 new parking spaces which equates to an 18.1 % increase.

Visit the [Parking Services](#) website for additional information.

For questions or comments, email Parking Services at Parking@ttuhsc.edu



Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Tuesday, September 29, 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 2601
- Amarillo – Room AMHSC 4713 and AMSOP 104D
- Dallas - Room DLSPSW 433
- Lubbock - Room ACB 110
- Odessa - Room ODHSC 1C12

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

New Process for Ordering Prescription Pads

Prescription pads are no longer ordered through TechBuy. Prescription pad orders should now be processed with the Departmental P-Card. Practitioners and mid-level practitioners with a valid Controlled Substances Registration and Texas DEA Registration are now able to pay online and electronically submit Prescription Pad Order Forms.

For questions, email the Procurement Card office at Pcard@ttuhsc.edu.



Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Thursday, October 1, 2015. 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 Thursday, October 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, email Effort Reporting at effortreporting@ttuhsc.edu.

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