

the NEWS

from Business Affairs



9 Principal Investigator/Program Manager Financial Responsibilities

Principal Investigators and Program Managers are responsible for the fiscal management and compliance of restricted projects.

- 01 Fund**
 Obtain a new fund via the [New Fund Request System](#) to account for all project revenues and expenses.
- 02 Budget**
 Utilize the [Budget Revision System](#) to establish and revise the sponsor approved project budget.
- 03 Revenue**
 Ensure project revenues are invoiced/received/recorded for fee for service, milestone, or fixed price contracts. Accounting bills cost reimbursement and draws letter of credit projects.
- 04 Compliance**
 Ensure that direct expenses are posted and are allowable and appropriate per the award/contract guidelines and [OMB 2 CFR 200](#).
Link courtesy Cornell University Law School
- 05 Personnel**
 Understand personnel related aspects of the project including positions eligible to be paid, [effort reporting](#), and salary caps or other limitations.
- 06 Subrecipients**
 Confirm subrecipients compliance by reviewing subcontract programmatic and financial reports. Accounting will only submit subcontract invoices after PI/PM and Fund Manager approval.
- 07 Cost Share**
 Complete mandatory or committed cost share requirements agreed to in the award document by establishing and utilizing cost share funds.
- 08 Reporting**
 Complete non-financial sponsor required reports. Accounting will complete required financial reporting with assistance from departmental personnel.
- 09 Close-out**
 Ensure the timely [close-out](#) of the project fund. Funds must be closed in Banner within 90 days of the project end date.

More Information: [Grants and Contracts Accounting HSC Policies](#).

Questions: GrantAccounting@ttuhsc.edu

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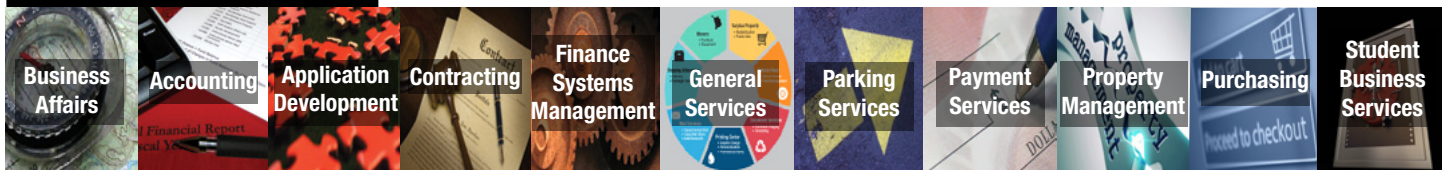
Business Affairs

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 below to view their website.

Questions or suggestions?
Email busaff@ttuhsc.edu

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



TechBuy Comments Streamline Processing

Accounts Payable has established a new procedure that streamlines processing invoices and credit memos received directly from vendors by mail or email.

These invoices can now be submitted as an attachment through TechBuy Comments instead of sending them by campus mail or email. This does not include invoices with patient information and/or personal information. Departments are responsible for maintaining all original documentation within their department.

This procedure allows departments to view and verify all payment information related to a purchase order in TechBuy and also eliminates any "lost" invoices that would normally be sent through the mail. At some point in the future, this process will become mandatory for processing vendor invoices.

When attaching vendor invoices through TechBuy Comments:

- Remove email notifications to users not needed.
- Add Accounts.Payable@ttuhsc.edu as an email recipient.
- Note the invoice and receipt number in the body of the comment.

Questions: contact Accounts Payable at Accounts.Payable@ttuhsc.edu



Grants User Group



A new group, Grants User Group, has been added to the Business Affairs User Groups. This new group is used to communicate updates, training, and important information to those who oversee the financial aspects of grant management.

To subscribe to the Grants User Group, go to the Business Affairs [User Groups](#) page located in Finance Systems Management. Click on the Grants User Group link and then Subscribe.

If you are interested in being notified of changes or updates for other areas click on the link provided for the related topic on the User Groups page.

Questions: contact Finance Systems Management at fsm@ttuhsc.edu

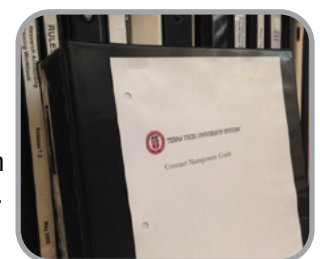
Contract Management Handbook

The Contract Management Handbook is a collaborative effort of the TTU-System and fulfills the mandate set out in Senate Bill 20 for all Texas State Agencies to implement a Contract Management Handbook (CMH).

The link to the [Contract Management Handbook](#) can be found on the F&A Work Tools tab under Purchasing.

You are encouraged to review the CMH to become familiar with the general purchasing, contracting and solicitation process as outlined for the TTU-System. More information and training opportunities to be announced in the future.

Questions: Contact Purchasing at purchasing@ttuhsc.edu



IT Needs to Approve It

All IT related purchases (Computers, Computer Hardware, Software, IT Services, etc.) in TechBuy are routing to the IT department for review and approval.

Items that do not follow or meet IT requirements will be returned to the submitter for correction/modification. IT orders within TechBuy are routed based on several factors such as account code, vendor name, and purchasing category. Please make sure to code items correctly and select the correct purchasing category to avoid delay (e.g., toner/mouse pad should not be coded as computer equipment).



If you have any questions or would like to check the status of an IT order please contact Purchasing at purchasing@ttuhsc.edu.

Beware of Toner Scams

Recently offices on campus have been contacted about buying toner for copiers. If you receive such a call, hang up or forward the call to Jerrick Johns, Swift Print, 806.743.9329. These companies are running a scam, hoping to find an unsuspecting person in an office that will agree to receive an order. If you have a copier/printer that is supplied by Swift Print, all supplies are included in the per copy charge you pay.



Did You Know?

When planning travel on behalf of TTUHSC, the traveler should select the most cost effective method of transportation. A cost analysis using the [Mileage Calculator](#) (Rental Car vs. Mileage Reimbursement Calculator) will determine whether it is more cost effective to rent a car or take mileage reimbursement on a personal vehicle. If the traveler elects to travel in their personal vehicle, this cost analysis must be included as supporting documentation in the voucher. If the Mileage Calculator determines that the vehicle rental plus fuel is the lower cost, reimbursement may be reduced to the amount on the Mileage Calculator for vehicle rental and fuel.



For travelers that elect to rent a car, don't forget institutional vehicles are available through [Vehicle Services](#).

Additional considerations for a traveler using a personal vehicle:

- Mileage between employee's headquarters and end destination

Rental Car vs. Mileage Reimbursement

must be documented by the beginning and ending odometer reading or by use of MapQuest (shortest distance) and must be uploaded with the travel voucher in the [Travel](#) system.

- Employees who travel regularly during the performance of duties from headquarters to clinics, affiliated hospitals, and other in-state locations with approved outreach programs and travel less than 100 miles to the location, may summarize these trips and file one voucher. Upload the [Employee Mileage Record](#) (Attachment B of HSC OP79.06) with the voucher.
- Mileage reimbursement covers all expenses associated with the operation of the vehicle except parking.
- TTUHSC is not liable for the employee's insurance deductible or any other cost associated with an accident or vehicle damage.
- The standard mileage rate is established each year by the Texas Legislature.

More Information: [HSC OP 79.06](#), Reimbursement of Travel Expenses, Section 5.

Questions: contact the Travel Department at Travel@ttuhsc.edu

Need to Know!

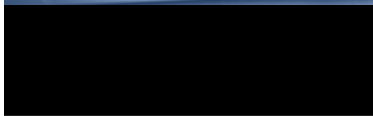
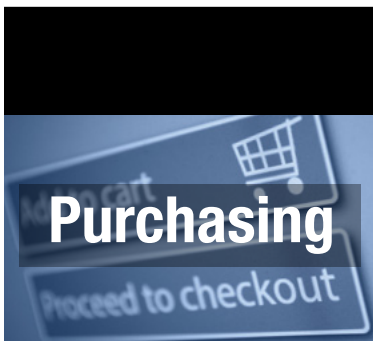
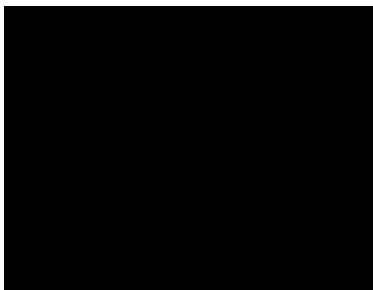
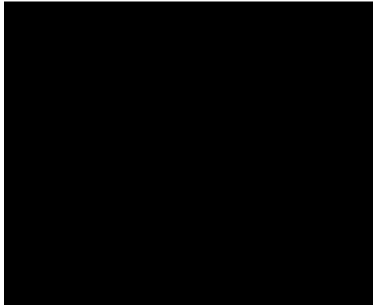
Are You a Fund Manager?

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 the transactions of those delegated authority or given signature authority on their funds, also known as delegated persons. A fund manager must assign roles and rights for specific external applications such as TechBuy. This may be accomplished through the [TEAM](#) application.

Department Updates



Welcome to Business Affairs

Accounting Services:

Cynthia Lopez - Accountant

Application Development:

Jarrett Steiwig - Programmer Analyst IV

Namrata Tapase - Programmer Analyst III

Finance Systems Management:

Austin Cooper - Unit Coordinator, Property Management

Shannon Myers - Section Coordinator

General Services:

Andria Sprowls - Specialist II, Mail Services

Darlene Mungia - Specialist II, Shipping and Receiving

Rebecca Leal - Senior Designer, Printing Center

Parking Services:

Presley Pace - Senior Attendant

Payment Services:

Aimee Gossett - Analyst

Gabriel Sanchez - Senior Account Processor

Student Business Services:

Amanda Haygood - Senior Analyst

Melissa Buckley - Section Coordinator

Personnel Changes

General Services:

Michael Finch - promoted to Technician II, Movers

Whitney Atwood - promoted to Specialist III, Printing Center

Payment Services:

Karen Chapman - promoted to Analyst II

Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Thursday, September 22, 2016, from 3 to 4 p.m. (CT). The Quarterly Meeting provides department updates, announcements, reminders and answers to any Purchasing or Accounts Payable questions you may have. The meeting will be broadcast via TechLink from Lubbock ACB 110 to the locations below.

- Abilene – Room ABSOP 2100
- Amarillo - Room AMHSC 4713 and AMSOP 107
- Dallas - Room DLSPSW 433, DLSPVA 200A
- Lubbock - SW Campus, Room 240V
- Midland - Room MDPA B01A and TTPM 210B
- Odessa - Room ODHSC 2C13

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

Your Input Is Needed

The Printing Center is preparing to launch a new online ordering system complete with order acknowledgements, status of current jobs, request for quotes, easy reorders, and many more features. Our goal is to form a dynamic forum for customers to share information and to improve our ordering and communication processes. If you would like to be informed of the progress and offer your valuable feedback, please join our new users group. To join, simply email Bree Uline at bree.uline@ttuhsc.edu.

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