

the NEWS

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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.

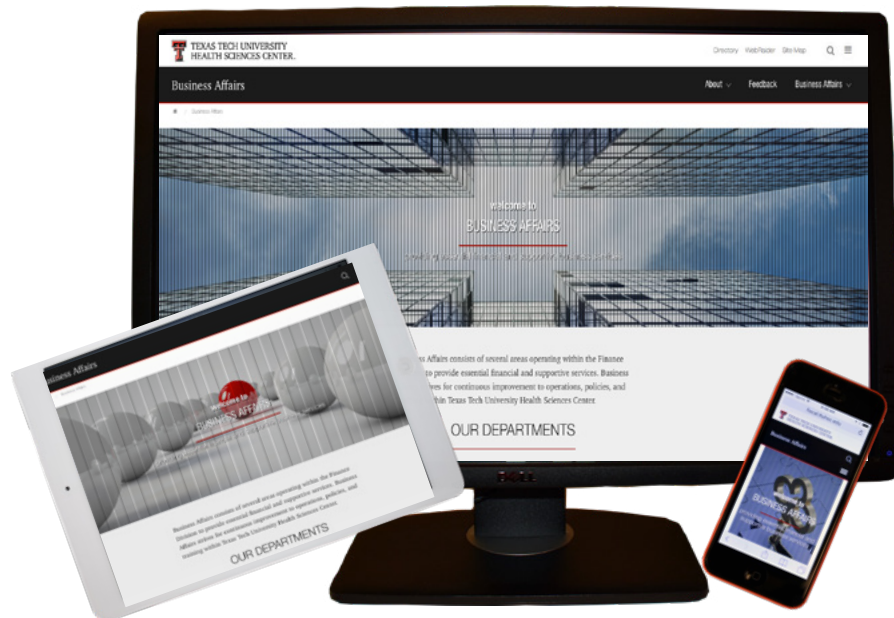
Questions or suggestions?
Email busaff@ttuhsc.edu

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



The NEW Business Affairs Website

Our New Website Comes In All Shapes, Sizes and Colors



We are excited to announce that the new [Business Affairs Website](#) has been launched. The new website provides an easier way to find the information you want and need from Business Affairs.

Highlights of the new website include:

- New stylish appearance
- Easy to use navigation bars and tools
- Readability across all devices, including mobile devices
- Simple quick links
- Captivating imagery
- New [Business Affairs Calendar](#)
- Clear Feedback locations throughout the site
- An "About" section for each department containing Contacts, FAQs (where applicable), and the Business Affairs Calendar

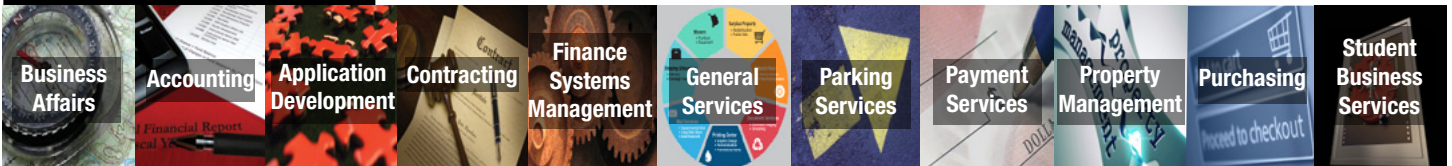
HOW ARE WE DOING?

[Business Affairs Feedback](#)

Please visit our feedback site and rate our service.

[LEARN MORE](#)

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New Structure: All Shapes, Sizes and Colors

The new design allows the website to resize and reorganize itself depending on the screen size of the device accessing the site. This responsive layout applies to all platforms including computers, tablets and mobile phones.

“It will be much easier for users to access the website from a mobile device. When a user is away from their PC, they will be able to access our web content from their phone or tablet and still have a good experience,” said Kevin Hunt, Application Development Managing Director in Business Affairs.

New Navigation: Located On the Top Menu Bar

The new navigation system is located on the top menu bar. Moving the navigation from the left side of the screen gets it out of the main content area and helps to unclutter navigation while still allowing for detailed navigation on each web page. The new navigation system also allows for a broader range of links on every page through the use of

extended dropdown menus.

New Images: Captivating, Colorful and Clickable

The imagery on the website provides a new contemporary feel. Many of the motionless images are clickable links into different sections within the department web pages.

“Instead of using the navigation bar, users just click on the image and are instantly on the web page they wanted. It’s so easy and simple. It’s such a great improvement on convenience for everyone,” said Shannon Myers, Finance Systems Management Section Coordinator.

How Do You Like Us Now?

So far, the department web pages for Business Affairs, Application Development, Finance Systems Management, and Property Management are complete. The remaining department web pages are expected to be done near the end of 2017.

We hope you like the changes. Let us know with your [Feedback](#).

Did You Know?

In previous newsletters, the Need To Know section has featured important responsibilities for specific roles at TTUHSC. In the most recent newsletters, Are You a Property Custodian? has outlined the top responsibilities of the Property Custodian.

If you missed any of the previous Need to Know sections, we have good news! The information is now located in a web page called **Top 10 or So**. This web page of the top responsibilities for each role is located in the Training Center of the new website for Finance Systems Management.

Specific roles for Accounting Services include: 9 Principal Investigator/ Program Manager Financial Responsibilities, 10 Fund Manager Responsibilities, and 10 Service Department Manager Responsibilities. Payment Services has two roles: 12 Business Traveler Responsibilities and 12 Purchasing Cardholder and Fund Manager Responsibilities. The 13 Property Custodian Responsibilities is listed under Property Management.

Top 10 or So!

13 Property Custodian Responsibilities

Department property custodians have the responsibility to manage, control and account for all assets within their department (OP 63.10).

Visit the [Property Inventory System](#) or the [Property Management website](#) for more information.

Contact propertymanagement@ttuhsc.edu with questions.

01 Tagging	Ensure that property tags are affixed to equipment in a timely manner.	08 Serial Number	Update the serial number of assets in the Property Inventory System.
02 Location	Update the building/room location of assets in the Property Inventory System.	09 Off Premises	Complete OP 63.10, Attachment D or approved alternative form for property that is temporarily removed from the department.

Visit [Top 10 or So](#) to see all the responsibilities for each role.

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.

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 completing an annual certification of departmental inventory in the Property Inventory System. State law requires that a complete physical inventory be taken each year.

Why Should I Care? Higher Level Impact of Funding Source!

This newsletter installment is the second in a series intended to provide information related to TTUHSC's fund classes. In our last newsletter, we reviewed the higher level need for fund classes. Now, let's review the higher level impact that funding source has on TTUHSC Fund Classes.

Most of the funding received by TTUHSC is current operating funds, i.e. funding that is expendable in the near future to support TTUHSC's mission. Current funds are classified into two categories, **unrestricted** and **restricted**. TTUHSC **Fund Classes** are used to separately account for these **unrestricted** and **restricted** categories.

Unrestricted funding may be used at TTUHSC's discretion, and may be in the form of sales and services, donations **without** limitations, appropriations, tuition, professional fees, or general service agreements.

Restricted funding must be used for a specific purpose, program, project, school, or department as specified by an external party. This funding may be in the form of grants, donations **with** limitations, or agreements for specific goods or services.

To determine if funding is unrestricted or restricted ask the following questions:

1. Where did the funds come from?
2. What can the funds be used for?
3. Who decides how the funds may be used?

Where did the funds come from?	What can the funds be used for?	Who decides how the funds may be used?
<ul style="list-style-type: none"> • External party with no restrictions = Unrestricted Fund • External party with restrictions = Restricted Fund • Funding from an internal TTUHSC funding source is not normally restricted 	<ul style="list-style-type: none"> • External party does not place restrictions on use of funding = Unrestricted Fund • External party places restrictions on use of funding = Restricted Fund • Funding from an internal TTUHSC funding source is not normally restricted 	<ul style="list-style-type: none"> • TTUHSC can use funding at its discretion = Unrestricted Fund • External party indicates how funding can be used = Restricted Fund

In the next newsletter installment, various TTUHSC **Fund Classes** will be defined as either Unrestricted or Restricted funding.

For questions, contact Accounting Services at hscacc@ttuhsc.edu.

Surplus Property - Before You Buy, Give Us a Try!

General Services Surplus is dedicated to serving the institution. We have many items ready to redistribute throughout the year. We may have exactly what you are looking for, at a better price (free). We also redistribute to other campuses, area schools, and non-profit organizations.

If an item does not redistribute, it is offered for sale to the public. **All items are sold where is, as is.**

There are two ways to participate:

1. Go to our auction site and register to be a buyer.
[Public Surplus](#) - Current Auctions for TTUHSC at Lubbock
Note: Use your TTUHSC email address for redistribution and a personal email for bidding.
2. Visit our Surplus store at BA109 where you can shop and make on-site purchases (cash, check or credit card).

Surplus Store Cash and Carry:

The Surplus store is a direct sale location in which items are sold to the general public for personal use. The items in the store are generally items that have been listed on the auction site without receiving a bid. The items in the store range from small items (office supplies and artwork) to larger items (file cabinets, chairs and desks).

For questions, contact General Services at GeneralServices@ttuhsc.edu.



STORE HOURS	
Monday	9 am to 10 am
Tuesday	11 am to 12 pm
Wednesday	1 pm to 2 pm
Thursday	4 pm to 5 pm
Friday	1 pm to 2 pm

Say What?

There's a strange new trend at my office. People are putting names on the food in the fridge. Today, I ate a tuna sandwich named Linda.



Department Updates

Welcome to Business Affairs

Parking Services

Jonathan Ybarra - Senior Attendent

Purchasing

Thi "T" Bui - Senior Purchaser

Personnel Changes

Student Business Services

Tabitha Baines - Promoted to Associate Managing Director

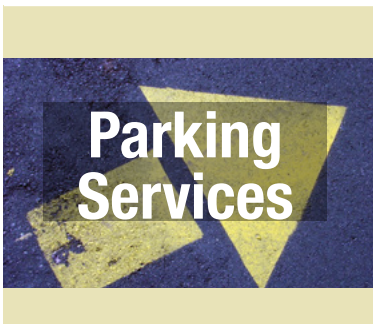


Printing Center

A big Thank You to all who attended our Open House on July 27th! If you missed the open house, contact us and we'd be happy to give you a tour. During the open house, we introduced our Kodak NexPress which is capable of printing a sheet 14" x 39" and can produce some awesome special effects utilizing the Fifth Color Station. We offer gold, white, clear, gloss and dimensional ink.

InDesign Training

If you currently design printing for your department using InDesign, we are hosting a class on September 14th, to teach you how to add the special effects. If you'd like to participate, call us today at 743-2016.



Parking Announcement

The new F-0 parking lot, southwest of the Preston Smith Library, is now open.

During the TTUHSC building expansion project, this parking lot will be open to all TTUHSC employees and students with a valid TTUHSC parking permit.

Please see the [linked map](#) for additional details on the TTUHSC parking lots.

For questions, contact Parking Services at Parking@ttuhsc.edu.



Purchasing Quarterly Meeting

The next Purchasing Quarterly Meeting is scheduled for **Thursday, September 24, 2017**. The quarterly meetings are where you will learn about Purchasing/Payment processes, guidelines, receive updates and get answers to your questions. View the schedule below and please plan to attend.

Thursday, September 14, 1:30 - 2:30 (CT)

- Abilene - Room ABSOP 2100
- Amarillo - Room AMHSC 4714, AMSOP 107
- Dallas - Room DLSPSW 514, DLSPVA 200A
- Lubbock - Room ACB 110, SW 240V
- Midland - Room MDPA B01A, MDTTMP 210B, MDSECOR 202
- Odessa - Room ODHSC 2C13

** The Agenda and PowerPoint will be available at a later date on the TechBuy Homepage in the announcements section.

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

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