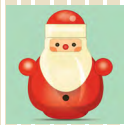




- Permitted Purchases
- Property Custodian
- Fund Changes

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- Business Affairs By the Numbers: A Vintage Holiday Year in Review

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- General Services By the Numbers: Sending Holiday Greetings

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TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

December 2019



the News



from Business Affairs



"Bah Humbug!"

HOLIDAY TRIVIA: Test Your Knowledge

Match the Holiday movie quotes below with who said it. The answers may be found on page 5.

"Teacher says, Every time a bell rings, an angel gets his wings!"



"I never thought it was such a bad little tree... maybe it just needs a little love."



"You'll shoot your eye out, kid!"



"We elves try to stick to the 4 main food groups: candy, candy canes, candy corns, and syrup."



"Don't you cry. I'll be back again someday!"



"Lotta sap in here! Looks great! Little full, lotta sap."

Business Affairs

Accounting

App Dev

Contracting

FSM

General Services

Parking

Payment Services

Property

Purchasing

SBS



Did You Know? You Have a Green Light to Buy!

The Purchasing Card (PCard) enables a user to make purchases directly from vendors without submitting a purchase order or Direct Pay. The PCard is not designed to replace the current TTUHSC purchasing process. It is a supplement to that process and an additional delegation of purchasing authority by the fund manager.

Required Use of the Card

All permitted purchases of \$5,000 or less should be made using a PCard subject to the vendor accepting credit cards. If purchasing any of the items listed to the right, the preferred method is the PCard. You have a green light to buy permitted purchases with no deviation approval from Purchasing required.

This newsletter installment is the first in a series of three intended to provide information about the use of the PCard. In the next newsletter, Prohibited Purchases - items you should never buy with a PCard, is explained.



Permitted Purchases

- Malpractice Insurance
- Flowers for Official TTUHSC functions or for employees and immediate family members in cases of illness or death
- Food & Entertainment
- Books (if not available through contract in TechBuy)
- Equipment (if not available through contract in TechBuy)
- Advertising in Out-of-State Newspapers and Online for Staff Recruitment
- Accreditation, Certification and Examination Fees
- Magazine/Journal Subscriptions
- Membership Dues
- Professional License Fees
- Registration Fees

For questions, contact the PCard Office at Pcard@ttuhsc.edu.

Need to Know! Are You A Property Custodian?

Property Custodian Responsibilities

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

#12 Maintenance - Ensure equipment is in good working condition and equipment maintenance needs are met.

#13 Business Purpose - Ensure that all equipment is used for approved TTUHSC purpose and not for personal gain.

- Equipment which TTUHSC owns or is responsible for shall not be used for personal purposes.
- Refer to [HSC OP 61.01](#), Use of TTUHSC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited.

For questions, contact Property Management at PropertyManagement@ttuhsc.edu.

Why Should I Care?

Tracking All Your Fund Changes

Two new modules of the Fund Maintenance System – Fund Name Change and Fund Termination – are now available. These user friendly features make it easier for you to maintain and track all of your fund changes within one system.

Fund Name Change

This function allows you to submit name changes to funds. The form and process is similar to the New Fund Request module. Simply fill out the required fields and submit the request to approvals. This form takes the place of emailing Accounting Services with fund name changes.

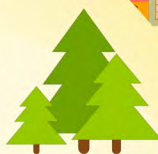
Fund Termination

This function allows you to submit a request for a fund termination. Simply fill out the required fields and submit the request to approvals.

Click [here](#) for training documentation. Click [here](#) to go directly to the Fund Maintenance System.

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

2019 BUSINESS AFFAIRS by the NUMBERS



Number of
Records
Processed
9,328,239

North
Pole



Personal
Auto Miles
Reimbursed
1,056,440



Total
Assets
\$990,605,948



Travel Vouchers
Processed 8,325



Total Active
Funds
3,221



Hotel Nights Reimbursed
12,040



Invoices
Processed
73,149



Cash Receipts
Processed
20,207



Total
Endowments
\$221,485,794



Purchase Orders &
Direct Pay Processed
36,709



Total
Active
Contracts
5,141



Total Capital
Assets
\$310,742,498



Transactions for PCards
28,523 for \$7,277,414

General Services
by the NUMBERS

TTUHSC
LUBBOCK
TEXAS
79430

Mail Services Sold
7,110 Forever 1st Class Stamps,
1,248 Forever Books of 20,
98 Coils of 100 Stamps,
and 279 Global Stamps.

That's enough to mail
42,149
Christmas cards!



TTUHSC MAIL CLERKS
WALK ON AVERAGE
2808 MILES
A YEAR DELIVERING MAIL.
That's 108 trips
around Loop 289!

27,312 LBS
OF METAL RECYCLED
THE SAME WEIGHT AS
1700 TURKEYS

General Services
moved **15 Departments**
into **109 Rooms**
of the UC in
10 Working Hours



1,246,093
Number of Business Cards Printed
The worlds most expensive
business card is studded in
30 carats worth of diamonds.

10,100
Total # of TTU diplomas printed
If diplomas were pecans, we
could bake 101 pecan pies!



Document Services shredded
7.85 tons for FY2019
The equivalent of 7,121 Teddy
Bears for Santa to deliver!

Seas and
Greetings



9490 LBS
OF PAPER RECYCLED
THE SAME WEIGHT AS
47 REINDEER

64,667
Accountable
Items
Delivered

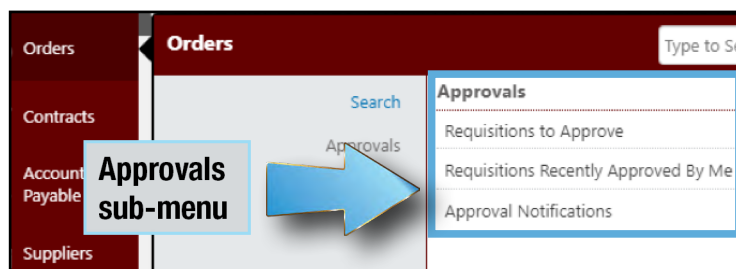
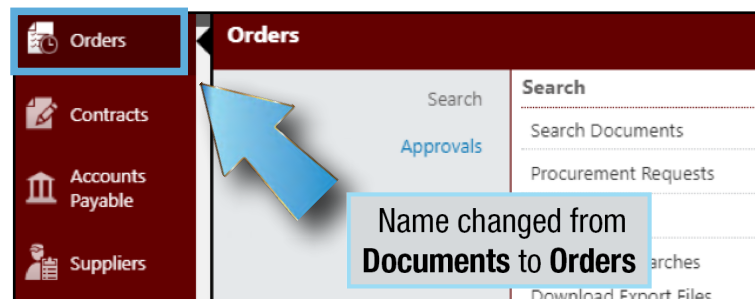
10,271,830
Total # of Copies made
on Convenience copiers
If we laid these copies end to end
they would reach Ithaca, New York!

21,102
FedEx Received
2,837
LSO Received
23,000
Ground/Freight Received



TechBuy Menu Update

The “Documents” menu item in the left navigation menu bar of the TechBuy Homepage has been renamed to “Orders.” Actions under Orders include Search and Approvals and each has its own sub-menu.



As of this update, the application will no longer function in older versions of Internet Explorer (IE 6 – 10). Browser upgrades to Internet Explorer Version 11+ may be required.

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

HOLIDAY TRIVIA ANSWERS

GRINCH: **EBENEZER SCROOGE**
-A Christmas Carol

GINGERBREAD: **ZUZU BAILEY**
-It's A Wonderful Life

PENGUIN: **LINUS**
-A Charlie Brown Christmas

SOLDIER: **SANTA**
-A Christmas Story

ELF: **BUDDY THE ELF**
-Elf

SNOWMAN: **FROSTY**
-Frosty the Snowman

REINDEER: **CLARK GRISWOLD**
-Christmas Vacation

PCard Update

Beginning in January, Expense Reports will be due to the PCard Office two weeks after the cycle has closed.

For example:

- If the last day of the cycle is on the 3rd then FOAP allocations and descriptions will be due on the 13th.
- Completed Expense Reports will be due to the PCard Office by the 17th of the month.



Monthly PCard Updates with deadlines will still be emailed to cardholders and allocators every month.

For questions, contact the PCard Office at Pcard@ttuhsc.edu.

CLUE

The Business Affairs Edition

Last edition's answer:
Anything.

Winners Revealed:
Congratulations to: Greg Mate, Linda Tarpley, and Lisa Wynn.



Answer this question correctly from the newsletter content for a chance to win a prize: What are the two new modules of the Fund Maintenance System?

Email your answer to fsm@ttuhsc.edu for a chance to win a TTUHSC power bank charger. The correct answer and winner will be announced in the next newsletter. Past winners are not eligible to win again.

Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.

Click [here](#) for more on Business Affairs.

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

Questions or suggestions? Email: fsm@ttuhsc.edu