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**TEXAS TECH UNIVERSITY**  
**HEALTH SCIENCES CENTER**  
 Business Affairs

December 2020



the

# NEWS

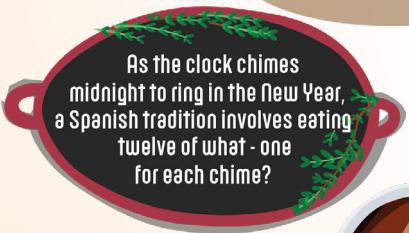
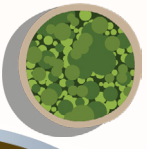


from Business Affairs

## What's Cooking?

**Test Your Knowledge on this  
 Holiday Food Trivia.**

Answers on page 5.





# Need to Know! Procurement Services Analytics

Procurement Services Analytics provides useful information to tell the story about the huge volume of transactions in the form of purchase orders, travel vouchers, invoices and PCard transactions that are processed. The information is available at the bottom of the Purchasing and Payment Services Home pages.

## [Purchasing Home](#)

**Purchase Orders (POs)** - Tracks Total Purchase Orders by month broken down further to Reg PO and Direct PO. You can click on a bar to view a campus breakdown by month for each PO type.

- Reg PO – Data downloaded from TechBuy. A Reg PO is created in TechBuy by authorized HSC shoppers and electronically submitted to the supplier.
- Direct PO – Data from Direct Pay payment processing for certain predetermined categories of goods and services.

## [Payment Services Home](#)

**FY Travel Voucher Count** - Tracks the total Voucher Count by fiscal year. You can click on a bar to view the monthly count for that fiscal year.

**Invoices Processed** - Shows a total invoice Count processed by month for a 12-month rolling period.

**Purchasing Card (PCard) Transactions** - Shows a total PCard Count by month and fiscal year.

For questions about Purchasing, contact [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

For questions about Payment Services, contact [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu).

## Why Should I Care? Have You Heard the News?

Have you heard the news about the revamped Business Affairs News? The goal of the revamp included: creating a one-stop shop where users could find Business Affairs News information in one place and improving the structural design to allow users to search for the news information they want.



### Highlights:

- One-Stop Shop – Users can find the News, Tips, Hot Topics and Reports on one page. No more navigating between multiple pages.
- Search – There are two ways to search: The Text search feature allows users to enter any text and the page will show only the news documents that contain the search term in the title. The Category filter feature limits the list to documents from predefined categories available in the Filter By Category dropdown.

### Why Should I Care?

You should care about the revamped Business Affairs News because the news information available will keep you up to date on everything Business Affairs. The [News](#) is available from the WebRaider portal, F&A Work Tools tab, under the Business Affairs portlet, in the Business Affairs section.

For questions, contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).

## Did You Know? You Can Recognize a Fellow Team Member

Did you know you can recognize a fellow team member or department for doing something exceptionally outstanding?

**Recognize a Division Hero** – Celebrate Your Team and Department.

Everyone shares their talents and skills every day. Those contributions, whether large or small, should be celebrated, especially when they reflect “Our Values” so well. The Finance Division has an app to send in kudos for teammates and departments. Recognize a Division Hero through the [Finance Division Heroes Recognition App](#).

**Submit an ACE Card** - Acknowledging and Celebrating Excellence.

Some people are helpful, kind, cheerful, and thoroughly enjoy serving others by doing their jobs really well. They help to make TTUHSC a great place to work. These are the people we want to **A**cknowledge and **C**elebrate for their **E**xcellence! Submit an ACE Card by using the [ACE Board App](#).

**Submit a Hero Letter** - Recognize a Team Member for Living our Values.

Did you have an interaction with a team member that got you talking, made you feel empowered, or resulted in an exceptional experience? Did you witness someone go the extra mile and outside of their normal role to serve or help another? You can recognize that person by nominating them for a Values Hero Letter. Submit a Hero Letter by way of the [Values Hero Huddle](#).

Business Affairs is extremely proud to recognize:

Division Heroes

VALUES AT WORK

Celeste Ramirez

Esther Myrick

Jo Anna Barela

Monica Orosco

Departments:

Purchasing (2)

ACE Cards

Acknowledge and Celebrate for their Excellence

Amanda Haygood

Charles Nell

Charles Onchoke

Melody Oliphint

Terry Dalton

Thi Bui

Hero Letters

VALUES AT WORK

Jo Anna Barela

Krista Ammons



2020

*Business Affairs*

*By the Numbers*

Total  
Endowments  
**\$218,927,121**

Cash Receipts  
Processed  
**13,301**

**65,049**  
Invoices  
Processed

Total  
Active  
Funds  
**3,359**

Personal  
Auto Miles  
Reimbursed  
**674,890**

**\$314,658,425**  
Total Capital  
Assets

**7,274**  
Hotel  
Nights  
Reimbursed

Travel Vouchers  
Processed  
**5,322**

**9,332,922**  
Total Number  
of Records Processed

Total Assets  
**1 billion**  
dollars

Purchase Orders  
and Direct Pay  
Processed  
**33,699**

24,492 for  
**\$6,000,443**  
Total Transactions  
for Purchasing Cards

Total  
Active  
Contracts  
**5,474**

# ♦ 2020 ♦ General Services ♦

## Printing Center

Business Cards  
Printed

♦ 622,111 ♦

Bottles of  
Hand Sanitizer  
Sourced

♦ 7,300 ♦

Sheets of  
Paper Sold

♦ 2,238,351 ♦

Jobs  
Printed

♦ 3,806 ♦

## Document Services

Paper Recycled

♦ 29,885 lbs ♦

## Receiving & Mail

Packages  
Received

♦ 48,923 ♦

## Surplus

Metal Recycled

♦ 43,575 lbs ♦

## Swift Print

Copies Made

♦ 6,752,930 ♦



by the numbers





## Employees on the Move in Business Affairs

On the Move Out of Business Affairs to retirement is Linda Saenz after 37 years of services. On September 29<sup>th</sup>, a Honk, Hoot & Holler Drive-By and Wave Retirement Parade was held at the Southwest Lubbock Campus. Click [here](#) to view pictures from her celebration.

## Who Wants To Be A Winner



**Last edition's answer:**

Via comments in TechBuy.

**Winners Revealed:**

Congratulations to: D'Ann Holubec, Bridgett Gann and Tabitha Ellis.

## Distinguished Staff Award

**Chancellor's Award of Excellence  
Shawn Olbeter – Purchasing**

The Chancellor's Award of Excellence recognizes an individual who has five or more years of service. This team member demonstrates commitment to the TTUHSC Mission and Values Based Culture by exhibiting the behaviors inherent to each value; One Team, Kindhearted, Integrity, Visionary, Beyond Service, while motivating others to serve at the same level of excellence.

Follow this [link](#) to view the virtual presentation of the Chancellor's Award of Excellence that begins at 43:03 on the video.

**Congratulations Shawn!**



## Years of Service Awards

**35 Years**

Carole Wardroup - Finance Systems Management

Debbie Cate - General Services

**30 Years**

Mike Crowder - Business Affairs

**25 Years**

Sylvia Bradley - Purchasing

**15 Years**

Javier Delgado - Accounting Services

Arthur Pare and Vernon Castner - General Services

**10 Years**

Melody Oliphint - Accounting Services | Whitney Atwood - General Services |

Lesa Kimbrough - Payment Services | Aimee Gossett and Linda Anderson - Purchasing

**5 Years**

Namrata Tapase - Application Development | Shannon Myers - Finance Systems Management | Michael Finch, Melynda Crouch, Robert Castillo, and Lisa Haigh - General Services | Jerry Brown - Parking Services | Tabitha Baines - Student Business Services

What fairy tale inspired gingerbread houses?



What is the name of the skin that hangs from a turkey's neck?



## HOLIDAY FOOD TRIVIA ANSWERS

What beverage is known as milk punch?



The red and white costume of Father Christmas was allegedly first introduced by which drink manufacturer?



Stollen is the traditional fruit cake of which country?



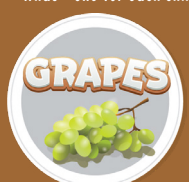
Which food is considered good luck to eat on each of the 12 days of Christmas?



What are small sausages wrapped in bacon, a staple at British Christmas dinner?



As the clock chimes midnight to ring in the New Year, a Spanish tradition involves eating twelve of what - one for each chime?



What dish was served by Mrs. Cratchit in A Christmas Carol?

What is a 'Bûche de Noël', commonly eaten in France at Christmas?



**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](mailto:fsm@ttuhsc.edu)