

December 2021

# NEWS

from Business Affairs

TEXAS TECH UNIVERSITY  
 HEALTH SCIENCES CENTER  
 Business Affairs

## QUIZ THE SEASON

Test your knowledge with this Holiday Trivia. Answers on page 5.

In the 10th century, gingerbread was used for what medicinal purpose?

What city has the title: Gingerbread Capital of the World?

What Swedish tradition involves breaking gingerbread in your hand?

To be called gingerbread, what is added to the recipe for sweetness?

What kind of icing is typically used to make gingerbread houses?

Who is believed responsible for the first gingerbread man?

Who holds the Guinness World Record for the world's largest gingerbread house?

What does the word 'gingerbread' mean?

Which two days are known as National Gingerbread Day?

What are three distinct types of gingerbread?





# Need to Know! Banner Will Be Unavailable



Due to the growing needs of the Texas Tech community, Banner's current functionality will be expanded by deploying Multi-Entity Processing (MEP). This MEP change will only affect the student areas of Banner. This functionality provides TTU, TTUHSC Lubbock

and TTUHSC El Paso more room for growth and more control over their own needs within Banner.

While we recognize there is not a good time for Banner to be unavailable, the least disruptive time from **Monday, December 27<sup>th</sup> through Thursday, December 30<sup>th</sup>** was chosen to make the change. During this period, all access to Banner and related applications will not be available. The **Finance production applications and services listed [here](#) will be unavailable during this period.** In addition, checks will not be cut and inventory tags will not be issued. You need to know about this so you can plan accordingly to meet any deadlines before this period. Cognos will be available for reporting purposes during this time.

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

# Why Should I Care? The Right Tool

December is the time when the phrase 'Some Assembly Required' can cause panic. Simple tasks are much easier when you have the right tool on hand. That is why we are showcasing our Pitney Bowes Di950 inserter. Anybody can fold a letter and put it in an envelope to mail – right? But what if you are mailing 10,000 W-2's that must go out on time, or letters to 4,000 patients announcing a change in staff, or 2,000 graduation packages? Having the right tool becomes critical.



The TTUHSC Printing Center works with Mail Services every day to meet the mailing needs of the Texas Tech University System. In fiscal year 2021 we sent 267,504 pieces of mail using our USPS Permit, sold 13,216 1<sup>st</sup> class stamps, and pre-sort metered 135,413 envelopes, and 56,703 International, Certified, and Priority packages.

You should care because departments saved almost \$84,000 in postage by using pre-sort discounts. Now that's using the right tool!

Contact [mailservices@ttuhsc.edu](mailto:mailservices@ttuhsc.edu) to get anything mailed!

# Did You Know? And the Winner Is...

Did you know the In-Plant Printing and Mailing Association (IPMA) recently awarded a Gold Medal to TTUHSC Printing Center? And the winner is... the Dinosaur Project - custom designed and printed dinosaur COVID masks and floor graphics for the Museum of Texas Tech University!

The Museum wanted to reinforce the campus mask mandate and thought having their dinosaurs masked would be a fun and unique way to deliver that message to the public. As visitors walk around to each exhibit, there are 6ft floor decals reminding guests to maintain at least a dinosaur length distance apart; along with "stand here" dino footprints.

Follow this [link](#) for more information about the award winning Dinosaur Project. Follow this [link](#) for Three Dino-Sized Masks.

For questions, contact Printing Center at [printingcenter@ttuhsc.edu](mailto:printingcenter@ttuhsc.edu).



# BUSINESS AFFAIRS

# 2021

## BY THE NUMBERS

TOTAL  
CAPITAL ASSETS  
\$325,563,820

TOTAL  
ACTIVE CONTRACTS  
5,934

TOTAL TRANSACTIONS  
FOR PURCHASING  
CARDS  
18,658 FOR  
\$5,587,594

TOTAL  
ENDOWMENTS  
\$265,622,539

NUMBER OF PURCHASE  
ORDERS AND DIRECT  
PAYS PROCESSED  
30,955

TOTAL  
NUMBER OF  
RECORDS  
PROCESSED  
9,577,027

2,578  
TRAVEL  
VOUCHERS  
PROCESSED

58,676  
INVOICES  
PROCESSED

TOTAL ASSETS  
\$1,145,184,423

PERSONAL  
AUTO  
MILES  
REIMBURSED  
433,209

HOTEL  
NIGHTS REIMBURSED  
2,933

ACTIVE  
FUNDS  
3,423

12,877  
TOTAL  
CASH  
RECEIPTS  
PROCESSED



# GENERAL SERVICES: BY THE NUMBERS

2021

17,667 UPS PACKAGES RECEIVED  
17,117 FEDEX PACKAGES RECEIVED  
5,418 LSO PACKAGES RECEIVED  
239 AMAZON COURIER PACKAGES RECEIVED  
324 COMPRESSED GAS TANKS RECEIVED  
222 OTHER FREIGHT RECEIVED

3,628 FEDEX PACKAGES SENT  
1,653 UPS PACKAGES SENT  
1,570 LSO PACKAGES SENT  
13,216 FIRST CLASS  
STAMPS SOLD



5966 PRINT ORDERS  
464 PROMOTIONAL ITEM ORDERS

AVERAGE 584.5 PAGER RENTALS PER MONTH  
TOTAL 49,857 MILES DRIVEN IN RENTAL VEHICLES  
3,971,288 COPIES PRODUCED ON PRINT CENTER COPIERS  
2,484,239 COPIES PRODUCED ON OFFICE COPIERS  
120,786 NEW DOCUMENTS ADDED TO LASERFICHE  
186,849 POUNDS METAL RECYCLED  
96,505 POUNDS PAPER RECYCLED

THIS IS EQUAL TO AN ENORMOUS HEADACHE FOR ONE PERSON BUT FORTUNATELY WE HAVE A GREAT TEAM THAT HANDLED IT ALL!

## Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Sunny Hsu, Accounting Services, Chief Analyst
- Cody Shipley, Printing Center, Coordinator
- Mary Lou Rodriguez, Printing Center, Specialist III



## Accounts Payable Reminders:

- Invoices received by the department are to be submitted through the Invoice Management System. Comments/emails to Accounts Payable are no longer required to submit invoices.
- Per [HSC OP 72.09](#) – Stamp all invoices with the date that the invoice was received directly from the vendor. For invoices received by email, the email must be submitted with the invoice to show the date the invoice was received from the vendor.
- Invoices are placed in line for payment based on the Prompt Pay Law which states that invoices are due for payment 30 days after the date the invoice was received **or** the goods/services were received, whichever is **later**.
- Automated reminders to complete TechBuy receiving are sent out twice a week (Sunday & Wednesday) through the invoice management system. Please forward email to [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu) stating TechBuy receipt number once receiving is complete.



Follow this [link](#) for a training document.

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



*Holiday quiz results from page 1.*

**Q** In the 10<sup>th</sup> century, gingerbread was used for what medicinal purpose?

**A** Gingerbread was brought to Europe in 992 by a monk and was used to treat indigestion and upset stomach.

**Q** What city has the title: Gingerbread Capital of the World?

**A** Nuremburg, Germany.

**Q** What Swedish tradition involves breaking gingerbread in your hand?

**A** According to Swedish tradition, you can make a wish by holding the gingerbread in your palm, making a wish and then breaking the gingerbread with your other hand. If the gingerbread breaks into three pieces, the wish will come true.

**Q** Which two days are known as National Gingerbread Day?

**A** June 5<sup>th</sup> and November 21<sup>st</sup>.

**Q** To be called gingerbread, what is added to the recipe for sweetness?

**A** Molasses or honey.

**Q** What kind of icing is typically used to make gingerbread houses?

**A** Because of its hardening characteristic, royal icing is used to “glue” pieces together.

**Q** What does the word ‘gingerbread’ mean?

**A** The word is derived from the Old French word ‘gingebras’, meaning ‘preserved ginger’.

**Q** Who holds the Guinness World Record for the world’s largest gingerbread house?

**A** The Traditions Club in Bryan, TX. The house is 60 feet by 42 feet, has 35,823,400 calories and is big enough to comfortably house a family of five.

**Q** Who is believed responsible for the first gingerbread man?

**A** Queen Elizabeth I had them made to resemble visiting dignitaries and then presented them to the dignitaries as a gift.

**Q** What are three distinct types of gingerbread?

**A** Brown gingerbread, wafer-based gingerbread and honey gingerbread.

**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)