



- Closer Check Needed

PAGE 1



PAGE 2

- This is Not a Drill
- Deadline Extension
- No More Manual Signatures



PAGE 3

- General Services: Here's What We're Doing Now!



PAGE 4

- Employees on the Move
- Trivia
- Thank You TTUHSC Healthcare Heroes
- Join User Groups

June 2020

# the News

from Business Affairs



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
Business Affairs

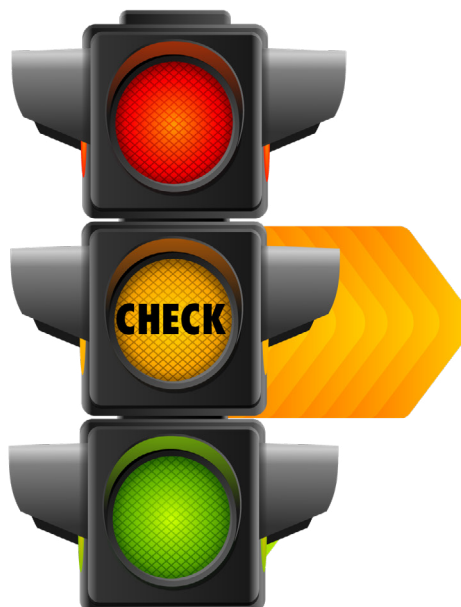
## Closer Check Needed for Additional Guidance Purchases

The Purchasing Card (PCard) enables a user to make purchases directly from vendors without submitting a purchase order or a 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.

This newsletter installment is the third and final in the series intended to provide information about the use of the PCard. In the [December Newsletter](#), we started the series with a discussion of Permitted Purchases – all of the items for which the PCard is the preferred purchasing method. In the [March Newsletter](#), we presented Prohibited Purchases – items you should never buy with a PCard. Now, let's review Additional Guidance Purchases.

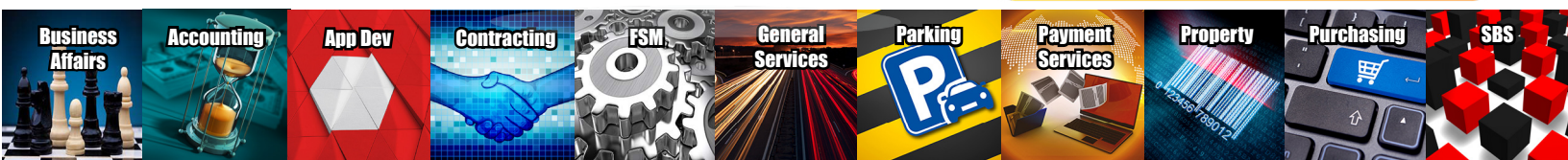
Additional Guidance Purchases are items or certain purchase categories that require a closer check before buying with a PCard. The items and categories listed to the right have additional requirements that must be met before using a PCard for the purchase. Related policies and forms are noted where applicable to assist with procedures to comply with the additional purchase requirements.

For questions, contact the PCard Office at [Pcard@ttuhsc.edu](mailto:Pcard@ttuhsc.edu).



## Additional Guidance Purchases

- Prohibited Purchases on State and Federal Funds: Alcohol, Flowers, Food and Entertainment, Membership Dues, Promotional Items
- Purchases for Food and Entertainment must be documented using Food and Entertainment Substantiation Form and Pre-Approval Form
- Alcoholic Beverages may only be served on campus at appropriate events with prior written approval of President or designee
- PayPal Services
- All IT Purchases including Software and Software Licenses must be approved by IT. Requests for approval may be made through [Purchasing@ttuhsc.edu](mailto:Purchasing@ttuhsc.edu) and evidence of approval must be submitted with the expense documentation.
- Ship To Location other than TTUHSC Address requires approval from Purchasing
- Organization must be on the Professional Membership List for Payment of Membership Dues
- Gifts for Length of Service including Retirement (<\$400) and Non-Cash Gifts for Donors or Participants of Official Functions must include OP 72.03 Attachment B



## Why Should I Care? Because This is Not a Drill

This is not a drill! But keep calm because this phrase is only being used to draw attention to important information being shared – the Year-End Deadlines.

### What Are the Deadlines?

The Deadlines are for Fiscal Year-End processes that must be completed before a certain date. Meeting the deadlines will facilitate accurate year-end reporting by ensuring that transactions are recorded in the appropriate fiscal year. Your assistance with meeting the deadlines is critical.

### Keep Calm and Click

A consolidated view of the fiscal year end closing deadlines and processes for FY 2020 is available by clicking [here](#).



### Business Affairs Calendar

The [Business Affairs Calendar](#) also provides all of the important dates, reminders, and deadlines for all departments within Business Affairs. The calendar is up to date with all the deadlines and processes you need for completing the annual fiscal close process for FY 2020. You can access the calendar from the F & A Work Tools tab under the Finance portlet in the Business Affairs section.

This is not a drill! This isn't practice! Meeting the Year-End Deadlines is the real thing!

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

## Need to Know! Deadline Extension for Annual Certification

Because of the continuation of the modified normal campus operating procedures to protect the health and safety of the University community, the deadline for the Annual Certification of Departmental Inventory has been extended to July 31, 2020.

We will continue to monitor operational processes and will evaluate further extension of the deadline as necessary.

For questions, contact Property Management at [PropertyManagement@ttuhsc.edu](mailto:PropertyManagement@ttuhsc.edu).



## Did You Know? No More Manual Signatures

Purchasing continues to work on improving the TechBuy Shopper experience by offering Adobe Fillable Forms and Web Forms. We understand that seeking a signature in today's work environment has added challenges.

The new forms now allow for electronic signatures. On the TechBuy Home Page, there is a new section called Fillable Forms. These easy to use forms are designed so that the user can fill out and sign electronically - no more printing! Just complete the required sections, sign, and enter an email. A completed copy is sent to the selected email address and the Purchasing Office.

The following are available to use:

- [ICQ Form](#) ([flow chart](#))

- [Non-Compliance Form](#) (manual format)
- [Sole Source and Proprietary Justification Form](#) (manual format)
- [Texas Sales and Use Tax Exemption Form](#)
- [Employee Non Cash Awards Prizes and Gifts Form](#)

If you'd like to electronically route your documents for signature, contact IT to request a **free** [Enterprise Adobe Sign license](#).  
IT Contact: [rubie.castillano@ttuhsc.edu](mailto:rubie.castillano@ttuhsc.edu).

Other forms can be added to this list. If you have a suggestion for a form, please contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu), and we will be happy to review.

# General Services

Here's what we're doing **NOW!**

## EFFECTIVE JUNE 1



### Receiving and Mail - Incoming Packages, Mail & Tanks

**On-Site Departments** - Normal deliveries will resume June 1st for departments that have a presence on-site all day. Please email [Shipping@ttuhsc.edu](mailto:Shipping@ttuhsc.edu) with any questions or status changes.

**Off-Site Departments** - Items are available in BA085, loading dock on the east side of the 3601 4th Street HSC building, 8-12 & 1-5 M-F. Closed for lunch beginning June 1st.

Outgoing mail, FedEx and other carriers will be processed daily. Bring any outgoing items to BA085 by 3 PM.



### Vehicle Rentals & Pagers

Normal operations. Keys and pagers available in BA085, Receiving & Mail, with prior arrangements.



### Shred

Please complete this form: <https://laserfiche.ttuhsc.edu/Forms/ShredPickUp> when bins are full.



### Electronic Imaging

Coordinating with departments to process mail electronically for departments working off site. Resume normal operations.



### Convenience Copiers

Resume normal operations for on-site departments.



### Printing and Bulk Mail

Resume normal operations with social distancing practiced in customer service areas and on deliveries. Retail Postage Sales will resume normal operations with social distancing practiced in customer service areas.



### Surplus/Movers

Closed until June 8th for annual inventory. Retail sales closed permanently. Viewing available online only. Schedule moves beginning June 1st for moves after June 8th.

Please email [generalservices@ttuhsc.edu](mailto:generalservices@ttuhsc.edu) with any questions or concerns.

## Employees on the Move in Business Affairs

Business Affairs welcomes the following new employee:

- Priya Taluchuri, Application Development, Programmer Analyst III

On the Move in Business Affairs because of promotion is:

- Thomas Gellene, General Services, promoted to Specialist III



What Purchases designation is used for items where a closer check is needed when buying with a PCard?

A: Prohibited

B: Permitted

C: Additional Guidance

D: None of the Above.

## Who Wants To Be A Winner

**To Be A Winner**, select the correct answer from the question above. Email your answer to [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu) for a chance to win a prize. The correct answer and winners will be announced in the next newsletter. Past winners are not eligible to win again.

**Last edition's answer:**

All of the Above.

**Winners Revealed:**

Congratulations to: Nancy Cook, Letitia Munoz and Charla Cothrin.

**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)

THANK  
YOU  
TO ALL THE  
TTUHSC  
HEALTHCARE  
HEROES

## USER GROUPS

JOIN IN THREE  
EASY STEPS

1 CLICK

Click Stay Connected in Navigation bar of the [Finance Systems Management website](#).

2 PICK

Pick from the four User Groups: Grants, Payment Services, Finance, and TechBuy.

3 SUBSCRIBE

Select Subscribe for the User Group that you want to join.

## FINANCE SYSTEMS MANAGEMENT

Email questions to [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).