March 2024

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Business Affairs

the News

from Business Affairs

From Mission Impossible to Mission Is-Possible

Scanning Tags to Complete Your Annual Certification

In the Mission Impossible film series, Ethan Hunt and team use the latest and greatest techno-weapons, racing against time, to frantically maneuver their way through a series of disasters and complete their mission.

Mission Is-Possible

Your mission is to use the new scanning feature (latest and greatest techno-weapon) in the Property Inventory System to assist you with completion of your Annual Certification of Departmental Inventory. Property Inventory Help provides instructions for the scanning procedure. The main purpose of your mission is to ensure all of the items recorded in the Property Inventory System physically exist and to verify where they are located and whether they are in a condition suitable for use. Racing against time you must complete your mission before April 30, 2024.
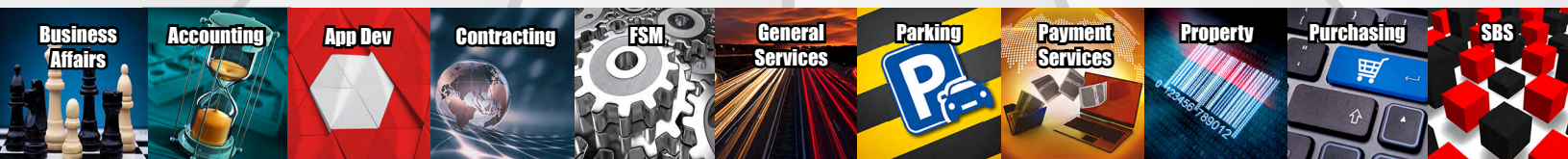
How It Works

You can use a phone, iPad or another device that can connect to the internet and also has a camera. Or you can use a handheld scanner that can connect to your device. Multiple models are available for purchase. There are two scanners that were successfully tested to complete the certification: NADAMOO Model Bur 3076 Wireless Barcode Scanner and KOAMTAC Model KDC480C 2D Imager Bluetooth Barcode Sled Scanner.

Help

The Annual Property Inventory Checklist will help you prepare and provides guidance for review prior to submitting the Annual Certification. The Annual Property Certification Help document will guide users through the annual certification process. Additional information is available on the Property Inventory Training page.

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

Business Affairs | Accounting | App Dev | Contracting | FSM | General Services | Parking | Payment Services | Property | Purchasing | SBS

Did You Know? New Rental Car Contracts

Did you know that new rental car contracts are now available from Avis and Budget? TTUHSC travelers can use these landing pages for the new contracts when using local funds only. The newly created discount numbers are prepopulated when using these links:

- Avis Worldwide Discount (AWD) # S828047
- Budget Corporate Discount (BCD) # R524147

REMINDER DO NOT accept the Pre-Paid option that Avis representatives offer. This will void the contract pricing and may cause the traveler to pay out of pocket expenses.

Enterprise/National and Hertz have contracts with the State of Texas Travel Management Program. State and/or local funds can be used when utilizing these contracts. Follow this link Car Rental Current Contract Rates for additional information regarding current rates.

For questions, email the Travel Office at travel@ttuhsc.edu.

Need to Know! Chrome River Hot Topics

Expense Report Status
- Select the **Expense Report** and click the **Tracking** button.
- **The Tracking Tool** provides the status and determines where the expense report is currently pending approval.
- **TravelCoord:Firmwide** shows that the expense report is in the Travel Office's queue for review. Expense reports are processed in the order they are received.
- **Additional Information or Documentation** may be requested from the delegate and/or traveler at the time of review.

Expense Report Reminders
- **Travel Dates** must reflect when the traveler departs and returns to headquarters.
- **Business Purpose** must be a detailed description for the trip that affirms the travel is related to TTUHSC business. Do not use acronyms.
- **Report Name** should use the following naming convention: traveler last name, first initial – trip start date, destination city, state.
- **Chrome River Comments** posted by end users are not received by Travel/CR Admin. Forward comments to travel@ttuhsc.edu.
- **Non-employees** do not have access to Chrome River to provide approval for travel reports submitted on their behalf. After submitting an expense report for a non-employee, the delegate must submit a Non-Employee Signature Form to obtain electronic approval from the traveler. Travel reports that are awaiting electronic approval from a non-employee will reflect a status of *PENDING > EXTERNAL APPROVER*. Once the form is submitted by the delegate and completed by the non-employee, Chrome River will continue normal approval routing.

Additional Resources
- Chrome River Resources
- Training Center

For questions, email Chrome River at ChromeRiverHSC@ttuhsc.edu.

Why Should I Care? Direct Deposit is Not Automatic

Have you set up direct deposit for travel reimbursements? It's not automatic just because you receive payroll by direct deposit. Direct deposit for travel reimbursements must be set up prior to requesting an advance and/or expense reimbursement, or a check will be printed. To set up direct deposit for travel reimbursements:

- Select the **Employee** tab from the WebRaider portal.
- Click **Update My Direct Deposit** under the My Texas Tech Information column.
- Click the **Employee Reimbursement Account** tab (payroll and travel reimbursement are two separate tabs).
- Click **+ Change Bank Account Information**.
- Complete the Add or Update Bank Account information and **click Submit**.

For questions, email the Travel Office at travel@ttuhsc.edu.

DIRECT DEPOSIT

TEAM SPOTLIGHT

ONE TEAM KINDHEARTED INTEGRITY VISIONARY BEYOND SERVICE

SURPLUS PROPERTY
Surplus Property Pickup
Redistribution of Surplus Property
Institutional Surplus Property Processing

Photo Captions
1. Reggie Essix, Technician II, moving surplus property
2. Surplus Property Team
3. Butch Castner, Surplus Supervisor
4. Surplus Property Team
5. Boni Vasquez, Technician II, preparing items for pallets

Making Tasks
Easier For You

This team takes every step to ensure the surplus process is effective and easy for departments. Surplus Property completed 1,950 institutional asset transfers, more than 993 surplus pickup requests, and assembled 36 pallets of computers and related items for pickup by Texas Correctional Industries in FY 23.

Don't know who we are?

Central point for collecting, redistributing, selling, or recycling all surplus items that are no longer needed, obsolete, and uneconomically repairable including furniture, equipment, and supplies for the Lubbock campus.

Provides an online auction site for redistributing surplus property within the institution, other state agencies, and sale to the public.

Supports departments with direct pickup of surplus property and hassle-free transfer through the Property Inventory System.

Opens all drawers and doors to ensure compliance with federal and state regulations by inspecting property for confidential information.

Handles more than just typical business surplus property, and over the years the team has received: a lie detector machine (circa 1960/1970), pottery kiln, forklift, mobile clinic RV, and cremation unit.

Contact Us
Surplus Property Home Page
Surplus Property Inventory

Scan QR Code for Surplus Intranet page to sign-up & buy items for personal use.

Welcome to Business Affairs

Business Affairs welcomes the following new employees:
- Wesley Bishop, Financial Analyst III, Accounting Services
- Drew Flores, Financial Analyst I, Accounting Services
- Sara Nicholson, Specialist III, Distribution
- Travis Parker, Financial Analyst II, Accounting Services
- Brooke Tuma, Specialist IV, Printing Center
- Valerie Villarreal, Chief Analyst, Property Management
- Jake Woosley, Assistant Analyst, Accounting Services

Payment Services Update

Forms Center
The Forms Center has two fillable invoice forms to send to individuals or vendors that need assistance providing an invoice for payment.
- Invoice Form – Speaker (for speakers only)
- Invoice Form – Vendor (for general use, including coaches)

For questions, email Accounts Payable at Accounts.Payable@

Amazon Business

All Amazon purchases must be made through the official TTUHSC Amazon Business Account. Accounts are setup with an employee's email address and are for individual use. Accounts should not to be used for Departmental access.
- Amazon Business is for official TTUHSC business only.
- User IDs and passwords should not be shared between employees or within a department.
- Personal credit/debit cards should not be linked to Amazon Business.
- Ship-to addresses must belong to a TTUHSC campus.
- All Purchasing and PCard policies apply. If you are purchasing items that would ordinarily require a deviation approval (such as office supplies, medical and pharmaceutical supplies, etc.), a deviation approval is still required when purchasing via Amazon Business.

PressWise Login Offers More Than Stationery

PressWise provides an instant response to your needs. Obtain invoices, check order status, and place new orders without waiting.
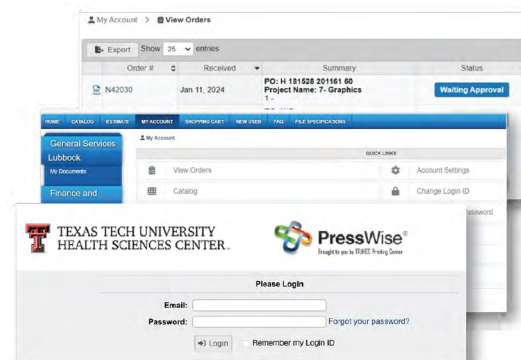
Approvals, Reorders, and Invoices
Logging into PressWise allows a user to see all printing orders for their department. Click **My Account** in the top menu bar and choose **View Orders**. The orders list may be filtered to display orders placed by one team member or by current status. A user may approve proofs, download invoices, and place reorders. To see an invoice, click the **PDF symbol** to the left of the Order #. To view order details, click the **Order #**. From the details screen, a user may approve proofs and see pricing on current jobs, or view artwork and place reorders of completed jobs.

Estimates
Click **Estimate** in the top menu bar and complete the form. Click the **Estimate Price** button on the right to update the cost. For complex jobs, email printingcenter@ttuhsc.edu or call (806) 743-2016.

Catalog
From any main screen, a user will see a list of available catalog items on the left panel. The first catalog listed is specific items for your department. This can be customized to include any item that is ordered repeatedly. The next sections include the division and the institution for your department. This is where you will find templates for Business Cards, Envelopes, and Letterhead. The bottom section, Template Catalog, is universal and allows the user to upload their artwork for common printed items from bookmarks and flyers to booklets and brochures.

Current Users can login at PressWise Login. New Users need to Request a Login.

For questions, email Printing Center at printingcenter@ttuhsc.edu or call (806) 743-2016.

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