



the News

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

Contracting System Redesign

Go-Live On September 17, 2018

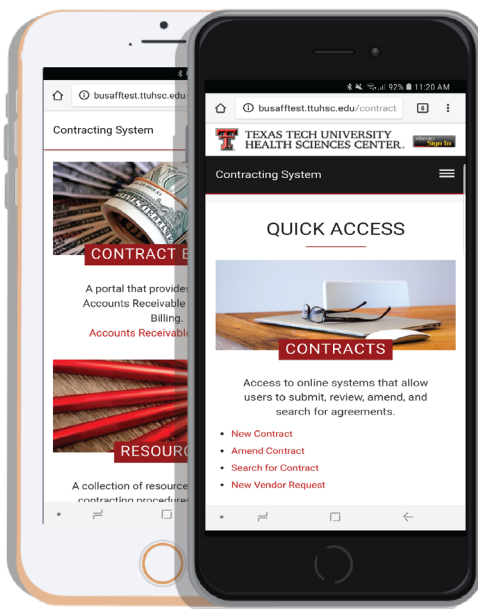
Business Affairs Application Development announces a redesign of the Contracting System application which will go-live on September 17, 2018. This latest release helps users enter contracts faster and on more devices than ever before. The redesigned application utilizes a modern, responsive design, optimizing the site for any device by arranging its layout according to the device's screen size.

Intuitive Design for Easy Navigation

Even though the new version has been updated to provide the latest responsive user experience, none of the existing functionality or processes have been changed or removed. A regular contract submission user will be up and running in the updated system in no time with a minimal learning curve. Those new to the application will find its intuitive design provides easy navigation for entering contracts and accounts receivable.

New in Version 2.0 of the Contracting System

- Responsive design utilizing the latest technology from Twitter Bootstrap and jQuery UI allows for viewing the new user experience on multiple devices.
- Improved navigation gets menus out of the way but still available when they are needed leaving more space to see and work with the important information.
- A redesigned Templates and Guidance Documents section that now includes a search feature to make finding instructions, guides, and forms easier than ever before.
- A consistent look and feel with other Business Affairs websites and applications that provides a more seamless transition between related content sites and the redesigned Contracting System application.



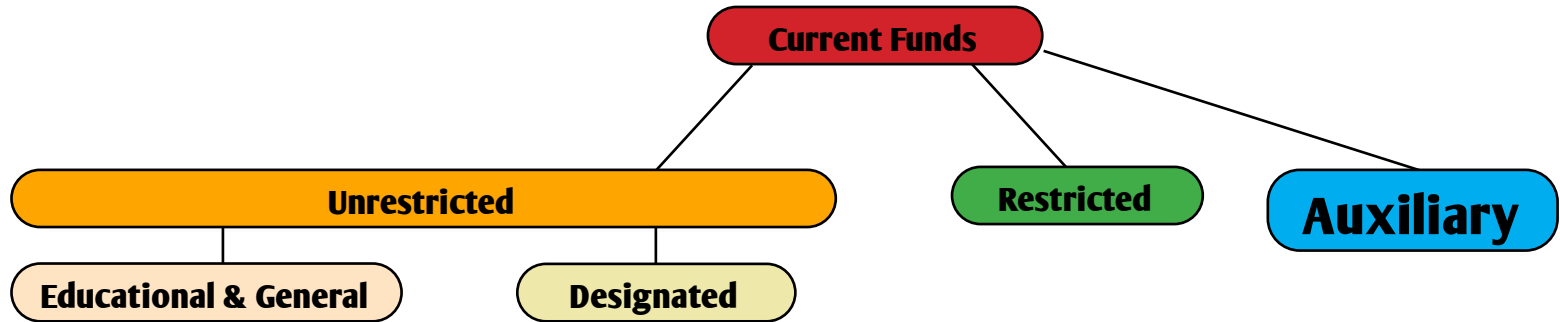
For questions, contact Application Development at BusAffDev@ttuhsc.edu.



Why Should I Care? Auxiliary Funds

This newsletter installment is the sixth in a series intended to provide information related to TTUHSC's fund classes. In our last newsletter, we introduced TTUHSC's current operating Restricted funds at a high level. Now, let's review Auxiliary funds. Auxiliary funds exist predominately to furnish goods and services to students, faculty or staff outside the research and education functions.

The diagram below provides a high level view of the different types of current operating funds.



Below is a quick overview of the types of funds that are considered Auxiliary:

| Auxiliary Funds | |
|--|---|
| 30 Auxiliary | |
| • Charges a fee directly related to the cost of goods and services | • Includes services such as traffic and parking, bookstore and vending machines |

For questions, contact Accounting Services at hscacc@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.

Custodian: Assignment and Changes

- The head of each department is responsible for identifying a departmental Property Custodian.
- When a change to a Property Custodian is necessary, the name, eRaider ID and email address for the new custodian should be sent to PropertyManagement@ttuhsc.edu.
- The Property Custodian should identify the person in their department who will receive the property inventory tags from Property Management. Any changes to this contact should also be sent to PropertyManagement@ttuhsc.edu.

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

Did You Know? Swift Card Update

The Swift Card program was established to facilitate payments to research participants who have participated in approved research projects, surveys or studies. Swift Cards are to be used for participant payments only and are not intended to be distributed as awards, prizes or gifts. [HSC OP 72.03](#) provides guidance and instructions for distribution of an award, prize or gift to an employee or non-employee (including students).

Swift Cards are issued with an expiration date so proper anticipation of need, issuance and activation is critical to prevent cards from expiring prior to use. Cards returned with inadequate time for redistribution or cards expiring while still in the possession of the department will incur a \$2 processing fee that will be charged to the department. Cards can be rapidly replenished so do not over request cards to be released/sent to the department at the beginning of a project.

For questions, contact Payment Services at accounts.payable@ttuhsc.edu.



Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Jake Rittenhouse, Accounting Services, Financial Analyst I
- Jon Sorensen, Accounting Services, Chief Analyst
- Reggie Essix, General Services, Surplus - Technician II

On the move in Business Affairs because of promotions are:

- Laura Ochoa, Payment Services, promoted to Analyst II
- Melinda Cavazos, General Services, promoted to Graphic Designer in the Printing Center

On the move out of Business Affairs to retirement are Darlene Durham and Karen Chapman.

[Click for Darlene Durham](#)

[Click for Karen Chapman](#)

PEC Sets New Pre-Approval Amounts

The President's Executive Council (PEC) has set new pre-approval amounts for Official Functions, Business Meetings, and Entertainment Events ([HSC OP 72.16](#)). Total event expenses between \$500 and \$999 require the signature of the Department Head. Total event expenses greater than \$999 also require the approval of the Dean, Regional Dean, Vice President, or President for the respective area.

The Pre-Approval Form ([Attachment A](#)) must be completed, signed, and attached to all payment requests processed in TechBuy using the TTUHSC Direct Pay Form or, if paying with the Purchasing Card, the form is to be attached to the monthly expense report that is sent to Payment Services.

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



General Services

Legacy websites will not be accessible after 9/5/2018. If you are using old bookmarks for Laserfiche Weblink, STOP Number Lists, Package Tracking, Shred Pickup Request, or information available on any of General Services web pages, make sure you update your bookmarks for the new pages before 9/5/2018.

Links to all of our services may be found on our main website:

- General Services Website: <http://www.ttuhsc.edu/general-services/>
- Internal Information and Links (requires eRaider Login): <https://hscweb.ttuhsc.edu/general-services/default.aspx>

A short list of our more popular applications and services:

- Laserfiche Weblink: <https://laserfiche.ttuhsc.edu/WebLink>
- Printing Center PressWise (Hint: Blank paper may be ordered in PressWise): <https://ttuhsc.presswise.com/login.php?returnURL=%2Faccount%2F>
- Shred Pickup Request: <https://laserfiche.ttuhsc.edu/Forms/ShredPickUp>
- Tank Pickup Requests: <https://laserfiche.ttuhsc.edu/Forms/TankRequest>
- STOP Numbers List: <http://www.ttuhsc.edu/general-services/mail/stop.aspx>

For questions, contact General Services at GeneralServices@ttuhsc.edu.

Procurement

Procurement Quarterly Meeting

The next Procurement quarterly meeting is scheduled for Tuesday, September 11, 2018. The Quarterly Meeting is intended for those who utilize the TechBuy system, PCards and Travel System. Click [here](#) for more information.

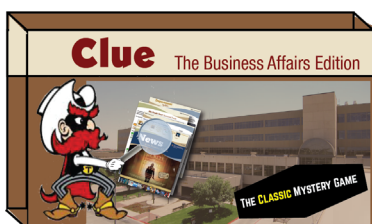
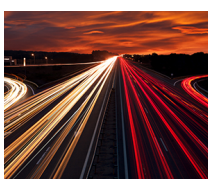
New Procurement Navigation Training

Procurement is offering a general overview/navigation training via Skype. The training is intended for new users and current users who would like a refresher. Content will include live system navigation in the Procurement systems. Training sessions will be offered on a monthly TBD schedule. The first session is September 19, 2018 at 2:00 pm.

To register, email Lora Turpin at lora.turpin@ttuhsc.edu.

Agenda

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



Last edition's answers:

ACB 120, June 8th, at 9:30 am.

Winners Revealed:

Congratulations to Bodie Taylor and Crystal Furgerson.

Answer this question correctly from the newsletter content for a chance to win a prize: Whose signature is required when the total event expenses are between \$500 and \$999?

Email your answer to fsm@ttuhsc.edu for a chance to win a TTUHSC power bank charger (pictured to the right). The correct answer and



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