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September 2019

# the News

from Business Affairs

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

## What's Up With Promotional Items?

Printing Center “sells” printing to the institution. Our printing sales qualified us as a retailer, which in turn qualified us to become a distributor of promotional items acquired at wholesale prices directly from the manufacturers.

### What Items Are Available?

Anything. Literally anything, keeping in mind that we need to be cognizant of TTUHSC’s brand and avoid association with products such as alcohol, tobacco, and illegal substances. A sampling of promo items that have been sourced by Printing Center or unique items that we have gathered from around campus are on display in the reception area of BC351. This sampling allows you to feel the weight of a coffee mug, smell the scent of hand sanitizer, or play with the fidget spinner. Showcasing a variety of items may also spark an idea of a related product that a department may be interested in purchasing.



email with a photo or screen shot of the item. Better yet, send us a link to the item. We also have a small catalog with items for inspiration available by following this [link](#). If you don’t want to do the shopping, send us an email detailing the type of event, date needed, quantity, and price range. We will email you a quote. Reply to the email with your choice of item(s) from the quote. Include your FOP for payment and building and room number for delivery.

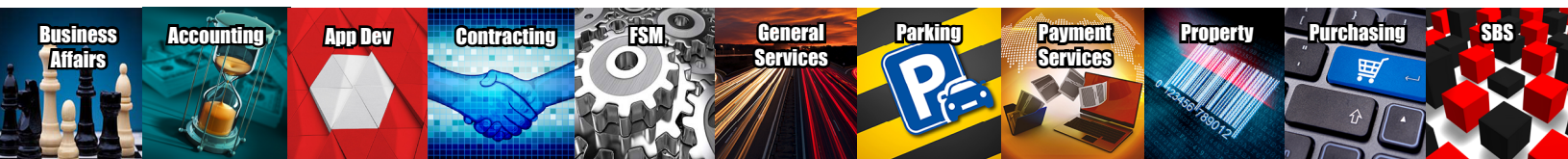
### What Does Printing Center Do?

We will create your promo artwork and once you approve it, we will vet it through Communications and Marketing. We will follow all purchasing procedures, receive and check the items, and deliver the items to your office. Once delivered, we will transfer the funds from your FOP to ours.

### How Do I Choose an Item?

If you see a promotional item that catches your eye, send us an

Email Printing Center at [PrintingCenter@ttuhsc.edu](mailto:PrintingCenter@ttuhsc.edu) to find out more about **What's Up With Promotional Items**.



## Why Should I Care? Because You Don't Want to Miss a Thing

If you want to know about a recent telemarketing scam affecting TechBuy users or a temporary outage involving the Travel system, you can easily receive notifications and updates related to Business Affairs in your email inbox by subscribing to a user group. You can subscribe to the appropriate group(s) from the list below:

- **Grants User Group** - Updates, training, and important information for those who oversee the financial aspects of grant management.
- **Payment Services User Group** - Information and updates regarding Accounts Payable, Direct Pay System, Purchasing Card and Travel.
- **Finance User Group** - Information regarding financial reporting, systems, and processes, as well as newsletters, tips and hot topics regarding Business Affairs departments.
- **TechBuy User Group** - Information regarding TechBuy, the shopping and purchasing eProcurement platform used by TTUHSC.

To subscribe to any or all of these user groups, simply follow this [link](#) and select as many groups as you want. Subscribe now to stay connected to the latest news from Business Affairs. **Because You Don't Want to Miss a Thing!**



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

**#11 Surplus** - Coordinate with the Campus Surplus Property Manager for proper removal of equipment that is no longer needed.

- The Director of General Services is the Surplus Property Manager for Lubbock. At the Regional Centers, the Regional Deans are to designate a department or employee responsible for surplus.
- Property which becomes surplus, obsolete or uneconomically repairable will be disposed of under the control of the Surplus Property Manager. Refer to [HSC OP 63.11](#), for more information.
- HSC OP 63.11, [Attachment A](#) outlines the process to surplus an item on the Lubbock campus.
- When final disposition method is determined, the [Final Disposition of Surplus Property](#) form will be sent to Property Management for removal of the item from the Property Inventory System.

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

## Did You Know? New IT Sticker Surplus APPROVED

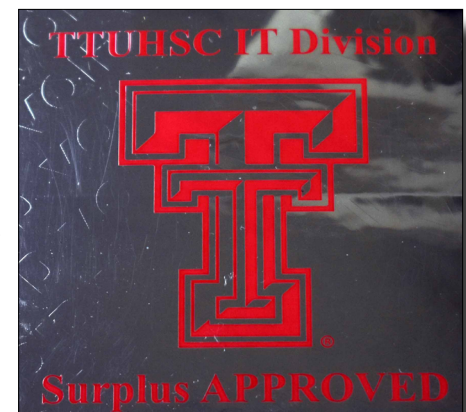
TTUHSC departments are responsible for ensuring the removal of all components that store software, data files, and image files on information resources and equipment before they are transferred for surplus or disposal. Identity theft, privacy concerns, and compliance with HIPAA regulations are concerns shared by all TTUHSC departments.

### Computer Surplus Procedure Update

To assist department property custodians with the proper surplus or disposal of electronic media that may contain Protected Health Information (PHI) and/or Personally Identifiable Information (PII), the IT Division has updated the computer surplus procedure. This procedure is effective September 1, 2019 with significant changes which include the application of a **Surplus Approved** sticker to the computing device by an IT Solution Center technician. **Effective September 1, no computing device will be admitted to surplus without a sticker affixed.**

Instructions for this new work flow can be found in [SolveIT](#). Login and search for "How to Surplus Computer Devices". The full procedure is located at this [link](#).

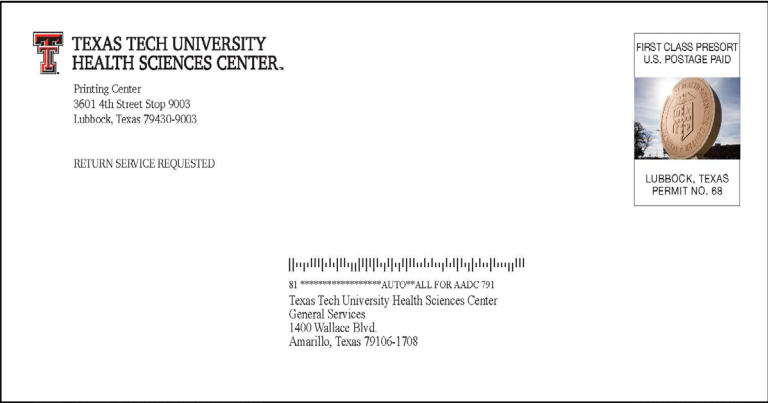
For questions, contact the IT Solution Center at [ITSolutions@ttuhsc.edu](mailto:ITSolutions@ttuhsc.edu)



# Introducing Picture Permit

Are you looking for a way to inspire someone to notice a particular mailpiece? **Introducing Picture Permit!**  
If a picture is worth a 1,000 words... consider Picture Permit!

Printing Center and Bulk Mail Services have teamed up to offer a way to add impact, branding, and personality to your mailpiece without using any additional space. Instead of using a stamp or a plain mailing indicia, personalize the mailpiece with a photo or logo more likely to engage the recipient.



### The Rules...

- 1. Photo must be in color.
- 2. Photo cannot exceed the boundaries of the indicia.
- 3. Mailing must be Full-Service and include intelligent Mail barcode and endorsements (We'll take care of that part).
- 4. Must comply with all copyright laws.

### The Cost...

- 1. First Class Mail: Additional 1¢ per mailpiece.
- 2. Marketing Mail/Non-Profit Mail: Additional 2¢ per mailpiece.

**Did you know most TTUHSC non-profit mailings average less than 18¢ each for postage?**

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

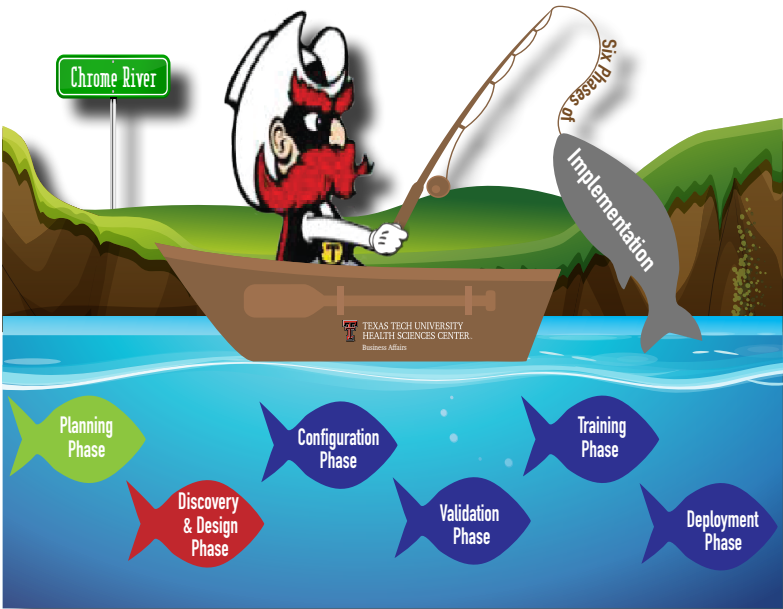
# Chrome River... Coming Soon Update

In the [August Hot Topics from Business Affairs](#), we announced that Chrome River would be the HSC's new Travel and PCard expense management system and stated that the September Business Affairs newsletter would include more information.

### Chrome River... Coming May 2020

The implementation of Chrome River is expected to be completed by May of 2020. We are currently in the Discovery and Design Phase which is the second of six phases of the implementation process. The activities conducted during the current phase will provide an understanding of what is needed and how it will be achieved. The Chrome River system is completely configurable which means that an end-to-end travel and expense management solution that complies with all expense OPs will be designed to fit the HSC during the Discovery and Design Phase of the

implementation process.



### Chrome River 6 Phases of Implementation

- 1. Planning Phase - complete
- 2. Discovery & Design Phase - in progress
- 3. Configuration Phase
- 4. Validation Phase
- 5. Training Phase
- 6. Deployment Phase

Implementing Chrome River will eliminate paper, streamline processes, and improve efficiencies and integration with Banner.

Transitioning to a new expense management solution doesn't have to be burdensome with Chrome River. You will happily snap, tap, and click your way through the automated process.

For questions, email [ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu).

## Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Dylan Bennett, Accounting Services, Financial Analyst I
- Tracy Overby, Swift Print/GS, Coordinator
- Gage Bailey, Mail Services/GS, Specialist III
- Jaclyn Bush, Mail Services/GS, Specialist III
- Lee Anne Hodge, Printing Center/GS, Customer Service Rep.
- Misty Rangel, Student Business Services, Analyst II

On the Move in Business Affairs because of a promotion are:

- Tiffany Hernandez, Business Affairs, promoted to Sr. Administrator
- Shannon Myers, Finance Systems Mgt, promoted to Sr. Editor
- Julian Hernandez, Bulk Mail Services/GS, promoted to Specialist IV

On the Move Out of Business Affairs to retirement is Marty Kurlander.

On June 21<sup>st</sup>, a retirement party was held honoring his 10 years of service. Click [here](#) for pictures from the party.

## Clue

### The Business Affairs Edition



#### Last edition's answer:

Over 50 million documents

#### Winners Revealed:

Congratulations to: Belinda Alexander, Tina O'Dell, and Felis Kennedy

**Answer this question correctly** from the newsletter content for a chance to win a prize: What promotional items are available from Printing Center?

Email your answer to [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu) for a chance to win a TTUHSC power bank charger (pictured to the right). The correct answer and winner will be announced in the next newsletter. Past winners are not eligible to win.



## Celebrating One Team

The Employee Recognition Team (ERT) was formed to help solidify our values-based culture within the Finance Division. The primary mission of the ERT is to help bring the Finance Division staff closer together as One Team to integrate our values and to recognize and celebrate our contributions and achievements across all campuses. Click [here](#) to see the members of the team.

As the ERT began to meet to decide where to begin, they quickly realized that in order for our diverse team to start recognizing each other, engagement was key and we must first get to know one another better! So planning quickly began for our first annual summer picnic, "Food, Fun, and Fellowship" focusing on **Celebrating One Team** as our inspiration. The event took place on June 26, 2019. The day's activities included fun games, good food, door prizes and presentations from Kiko Zivala, CFO Penny Harkey, and President Tedd Mitchell.

The event was a huge success! We look forward to future events as we continue our journey to establish a strong values-based culture that fosters a fun and healthy environment and encourages team spirit within our Finance Division team.



Follow this [link](#) for more pictures.

## Parking Update

With the removal of construction fences, 132 additional parking spaces have recently been added at the HSC main campus. Facilities Operations will soon be resurfacing E-1 and E-2 to return those lots to available employee and student parking.

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



## Save the Date

General Services Lubbock is going on the road! We will be visiting each campus to promote institutional services such as printing, promotional items, bulk mail, document imaging and more! Additional

information is coming soon.

#### Save the Date!

- Abilene 10/21
- Amarillo 10/3
- Dallas 10/22
- Permian Basin 10/10

**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)