



TTUHSC EL PASO

# BUSINESS

# AFFAIRS

## NEWSLETTER

DECEMBER 2023

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### DEPARTMENTS:

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THIS QUARTER, WE FEATURE  
**FERNANDO ARELLANO**  
PROGRAMMER ANALYST IV  
IN THE EMPLOYEE SPOTLIGHT.



**1. WHAT IS YOUR ROLE AT TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO?**

AS A PROGRAMMER ANALYST IV, I WORK IN THE APPLICATION DEVELOPMENT TEAM, WHICH IS RESPONSIBLE FOR CREATING AND MAINTAINING BUSINESS WEB APPLICATIONS THAT SUPPORT ALL BUSINESS AFFAIRS DEPARTMENTS. THESE INCLUDE APPLICATIONS FOR CASH RECEIPTS, PROPERTY INVENTORY, AND CONTRACT AR, AMONG OTHERS. RECENTLY, WE HAVE EXPANDED OUR FOCUS TO INCLUDE MOBILE DEVELOPMENT, SPECIFICALLY FOR ANDROID, WITH THE INTRODUCTION OF NEW HANDHELD SCANNERS FOR THE PROPERTY INVENTORY APPLICATION.

**2. BEFORE WORKING AT TTUHSC EL PASO, WHAT WAS THE MOST UNUSUAL OR INTERESTING JOB YOU'VE EVER HAD?**

BACK WHEN I WAS JUST 12 YEARS OLD, MY FAMILY'S HOME WAS CONVENIENTLY LOCATED NEAR A CONCERT HALL CALLED "PREMIER." MY COUSINS WORKED THERE AS VALET DRIVERS, AND SINCE PARKING WAS LIMITED, THEY HAD TO PARK THE CARS SEVERAL BLOCKS AWAY. MY FRIENDS AND I WERE THEN TASKED WITH KEEPING A WATCHFUL EYE OVER THE VEHICLES FROM 10 P.M. UNTIL THE LAST CAR RETURNED FOLLOWING EACH SHOW. ONE CONCERT, IN PARTICULAR, WAS LED BY THE ICONIC EMMANUEL HIMSELF, AND I WAS FORTUNATE ENOUGH TO MEET HIM IN PERSON! THE MEMORIES OF THAT NIGHT ARE STILL VIVID.

**3. WHAT IS YOUR FAVORITE THING TO DO IN EL PASO?**

THERE'S NOTHING QUITE LIKE FAMILY WALKS! THE PERFECT COMBO OF QUALITY TIME AND ADVENTURE, WE CREATE UNFORGETTABLE MEMORIES WITH EVERY STEP.

**4. IF YOU HAD TO PICK THREE WORDS TO DESCRIBE YOUR JOB, WHICH ONES WOULD YOU CHOOSE?**

INNOVATIVE, ANALYTICAL AND PROFESSIONAL.

**5. DO YOU HAVE A FAVORITE QUOTE?** THE WIZARD OF OZ QUOTE: "THERE'S NO PLACE LIKE HOME."

**6. WHAT'S THE ONE HOLIDAY TRADITION THAT MAKES YOUR HEART BURST WITH JOY?** ROSCA DE REYES

**7. IF YOU GOT A YEAR OFF WITH FULL PAY, HOW WOULD YOU SPEND IT?** SETTING OFF ON A EUROPEAN ADVENTURE

**8. YOU'RE STRANDED ON A DESERTED ISLAND, AND YOU CAN ONLY BRING THREE THINGS WITH YOU. WHAT DO YOU CHOOSE?**

A COZY BLANKET, A SOLAR LANTERN, AND GABRIEL GARCIA MARQUEZ'S MASTERPIECE, "100 YEARS OF SOLITUDE."

**9. WHAT WOULD BE THE TITLE OF YOUR AUTOBIOGRAPHY?** "LIFE'S AN ADVENTURE"

**10. WHERE DO YOU SEE YOURSELF IN FIVE YEARS?**

CONTINUOUSLY MOVING FORWARD IN MY PROFESSIONAL JOURNEY WHILE REMAINING INQUISITIVE ABOUT THE LATEST TECHNOLOGICAL ADVANCEMENTS AND WITNESSING MY KIDS THRIVING AND ENJOYING LIFE TO THE FULLEST.

**11. IF YOU HAD TO EAT ONE MEAL EVERY DAY FOR THE REST OF YOUR LIFE, WHAT WOULD IT BE?**

EGGS WITH HAM.

**12. YOU'RE HAPPIEST WHEN?** I CHERISH THE MOMENTS SPENT WITH MY FAMILY.



*Budget Office: Vince Lantican, Director*

## REMINDERS:

DECEMBER MNO1 PAYROLL WILL EXTRACT EARLIER THAN NORMAL DUE TO THE HOLIDAYS. PLEASE ENSURE EPAFS AND EOPS ARE SUBMITTED IN A TIMELY MANNER.

WHEN SUBMITTING NEW HIRE EPAFs AND USING A FOP THAT IS DIFFERENT FROM THE BUDGETED FOP, PLEASE CONFIRM THAT IS THE FOP YOU INTEND TO USE; AND ENSURE FUNDING IS IN PLACE IN ACCOUNT CODE 6006 ON THE NEW FOP TO AVOID DELAYS.

PLEASE ENSURE ALL REQUIRED APPROVERS ARE ADDED ON EPAFs AND EOPS. FOR THE MOST UP-TO-DATE COPY OF THE EPAF APPROVAL ROUTING, PLEASE REACH OUT TO THE HUMAN RESOURCES OFFICE. FOR THE LATEST EOPS ROUTING, YOU CAN FIND IT ON THE BUDGET OFFICE REFERENCE MATERIALS SECTION OF THE PORTAL, OR EMAIL THE BUDGET OFFICE DIRECTLY.

FOR DEPARTMENTS THAT HAVE FACULTY OR STAFF LABOR ON GRANTS THAT ARE ABOUT TO END, PLEASE ENSURE A CHANGE OF FUNDING EPAF IS SUBMITTED BEFORE PAYROLL RUNS ON AN EXPIRED GRANT TO AVOID ISSUES WITH GRANT REPORTING AND MINIMIZING THE NUMBER OF LABOR REDISTRIBUTIONS BEING SUBMITTED.

ALL BUDGET RELATED QUESTIONS SHOULD BE DIRECTED TO [BUDGETELP@TTUHSC.EDU](mailto:BUDGETELP@TTUHSC.EDU).

*Don't forget to visit our Fund Manager Toolkit.*

IF YOU'RE NEW TO THE SUBJECT MATTER OR NEED A REFRESHER, CHECK OUT THE FOLLOWING LINKS FOR AN INTRODUCTION TO THE FUNDAMENTALS. FOR THOSE SEEKING TO STAY UP-TO-DATE WITH THE LATEST DEVELOPMENTS, THESE RESOURCES ARE ALSO AN EXCELLENT REFERENCE.

- [FUND MANAGER RESPONSIBILITIES](#)
- [UNDERSTANDING FUND, ACCOUNT, ORGANIZATION, AND PROGRAM CODE STRUCTURE](#)
- [FINANCE FORMS AND SYSTEM APPLICATIONS](#)
- [COGNOS TRAINING - ESSENTIAL FINANCE REPORTS](#)



# Student Business Services: Cindy Flores, Director

## CASH COLLECTIONS



CASH COLLECTIONS AT TTUHSC EL PASO COMPRISE VARIOUS FORMS OF PAYMENT, INCLUDING CURRENCY, COINS, CHECKS, CREDIT CARDS, ACH, WIRES, OR OTHER VALUABLE CONSIDERATIONS.

DEPARTMENTS INVOLVED IN THE REGULAR COLLECTION OF CASH ARE CONSIDERED CASH COLLECTION POINTS AND MUST ADHERE TO CERTAIN GUIDELINES INCLUDING BUT NOT LIMITED TO:

- EACH CASH COLLECTION POINT MUST APPOINT A CASH COLLECTION CUSTODIAN. THE CASH COLLECTION CUSTODIAN IS RESPONSIBLE FOR ESTABLISHING CASH HANDLING PROCEDURES FOR THE CASH COLLECTION POINT AND ENSURING THAT ALL CASH HANDLERS ARE TRAINED IN THESE PROCEDURES.
- CASH FUNDS, CASH COLLECTIONS, AND DEPOSIT MATERIALS MUST BE SAFEGUARDED AT ALL TIMES. IT IS PREFERRED THAT CASH AND DEPOSIT MATERIALS BE STORED IN A SAFE. IN THE ABSENCE OF A SAFE, CASH AND DEPOSIT MATERIALS SHOULD BE STORED IN A LOCKBOX AND OVERNIGHT IN AN OFFICE THAT IS ACCESSIBLE ONLY TO PERSONNEL ASSIGNED TO CASH HANDLING DUTIES.
- ENSURING PROMPT DEPOSITS. CASH RECEIPTS MUST BE DEPOSITED WITHIN THREE (3) BUSINESS DAYS WITHOUT EXCEPTION. CASH RECEIPTS TOTALING \$500 OR MORE MUST BE DEPOSITED BY THE FOLLOWING BUSINESS DAY. UNIDENTIFIED CASH RECEIPTS SHOULD BE RECORDED TO HOLDING ACCOUNT (FUND 243298/ACCOUNT 230004) TO ENSURE PROMPT DEPOSITING.

BELOW IS A LIST OF THE CASH COLLECTION AND DEPOSIT OPERATING POLICIES AND PROCEDURES THAT ALL PERSONNEL ASSIGNED TO DUTIES WHICH INVOLVE HANDLING CASH COLLECTIONS SHOULD BE FAMILIAR WITH:

- [HSCEP OP 50.07 - CASH COLLECTIONS](#)
- [HSCEP OP 50.08 - DEPOSIT PROCEDURES](#)
- [HSCEP OP 50.10 - ENDORSEMENT STAMPS AND ENDORSEMENT OF CHECKS](#)
- [HSCEP OP 50.12 - CHECK COLLECTIONS AND RETURNED CHECKS](#)
- [HSCEP OP 50.21 - CASH \(CHANGE\) FUNDS](#)
- [HSCEP OP 50.26 - COMPLETION OF CASH RECEIPTS](#)
- [HSCEP OP 50.35 - UNIDENTIFIED RECEIPTS AND HOLDING ACCOUNT MAINTENANCE](#)

FOR QUESTIONS REGARDING THESE OPERATING POLICY AND PROCEDURES, OR FOR ASSISTANCE WITH CASH HANDLING IN GENERAL, CONTACT STUDENT BUSINESS SERVICES AT [SBSERP@TTUHSC.EDU](mailto:SBSERP@TTUHSC.EDU).

## *Finance Systems Management*

*Raquel Diaz-Jaquez, Director*

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### PREPARING FOR FY24 INVENTORY CERTIFICATION:

AS WE APPROACH THE FY24 INVENTORY CERTIFICATION, WE ENCOURAGE DEPARTMENTS TO IDENTIFY AND SURPLUS ANY OUTDATED OR UNUSED EQUIPMENT. THIS WILL HELP REDUCE THE NUMBER OF ASSETS THAT REQUIRE SCANNING DURING CERTIFICATION. ADDITIONALLY, THIS IS AN IDEAL OPPORTUNITY TO DISPOSE OF OLD, UNSUPPORTED COMPUTERS. BY DOING THIS EARLY, YOUR DEPARTMENT AND INFORMATION TECHNOLOGY WILL HAVE AMPLE TIME TO ENSURE THAT THE ASSETS ARE REMOVED FROM YOUR INVENTORY AND PROPERLY SURPLUSED THROUGH THE APPROPRIATE CHANNELS.

#### KEEPING TRACK OF ASSETS DURING OFFICE RELOCATIONS:

WITH SO MANY DEPARTMENTS MOVING TO NEW OFFICES, IT'S ESSENTIAL TO UPDATE YOUR ASSETS WITH THE CORRECT LOCATION. THIS WILL AID IN IDENTIFYING YOUR ASSETS DURING INVENTORY CERTIFICATION, AS WELL AS KEEPING TRACK OF ALL TAGGED ITEMS THROUGHOUT THE MOVE.

ADDITIONALLY, BE SURE TO CHECK YOUR ASSETS UNDER "ITEMS PENDING INFORMATION." PER [HSCEP OP 63.10](#), THE SERIAL NUMBER, BUILDING/ROOM NUMBER, AND CONDITION MUST BE RECORDED IN THE PROPERTY INVENTORY SYSTEM WITHIN THREE (3) BUSINESS DAYS OF RECEIVING THE ASSET TAG.

FOR QUESTIONS, PLEASE CONTACT PROPERTY MANAGEMENT AT

[BAELP-ASSET.ACCOUNTING@TTUHSC.EDU](mailto:BAELP-ASSET.ACCOUNTING@TTUHSC.EDU).

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## *General Services*

*Ana Alvarado, Manager*

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IF YOU'RE PLANNING TO SEND FURNITURE ITEMS – FROM CABINETS AND DESKS TO CREDENZAS AND MORE – TO SURPLUS, IT'S CRITICAL TO ENSURE THAT THEY ARE CLEARED OF ANY CONFIDENTIAL INFORMATION. THIS IS A NECESSARY STEP TO AVOID VIOLATING [HSCEP OP 52.09](#). REMEMBER THAT SURPLUS IS NOT RESPONSIBLE FOR DISPOSING OF IDENTIFIABLE INFORMATION SUCH AS FILES, FOLDERS, OR PAPERWORK, SO BE SURE TO DOUBLE-CHECK BEFORE SENDING THEM AWAY.

FOR QUESTIONS, PLEASE CONTACT SURPLUS AT [SURPLUSELP@TTUHSC.EDU](mailto:SURPLUSELP@TTUHSC.EDU).

# Accounting Services: Octavio Bustillos, Director

## INTERNAL PURCHASE FUNDING TRANSFER:

PLEASE KEEP THE FOLLOWING IN MIND WHEN SUBMITTING FITS, INTERNAL PURCHASE FUNDING TRANSFERS (IPFT).

- IPFT TRANSACTIONS SHOULD BE SUBMITTED IN A TIMELY MANNER. IPFTs SUBMITTED BETWEEN THE 1ST AND THE 9TH DAY OF THE MONTH WILL POST TO CURRENT MONTH UNLESS INDICATED IN THE COMMENTS SECTION. THE SUBMITTER MUST SPECIFY TRANSACTION NEEDS TO POST TO PRIOR MONTH. MONTH-END OCCURS ON THE 10TH OF EACH MONTH.
- TRANSACTION DESCRIPTION SHOULD INCLUDE THE FOLLOWING INFORMATION: WORK ORDER, INVOICE NUMBER, DATE OF SERVICE AND ANY ADDITIONAL INFORMATION RELEVANT TO THE TRANSACTION. THIS INFORMATION WILL ASSIST IN IDENTIFYING AND AVOIDING DUPLICATES.
- ATTACH ALL SUPPORTING DOCUMENTATION TO SUPPORT GOODS OR SERVICES BEING CHARGED. DOCUMENTATION CAN INCLUDE THE FOLLOWING: INVOICES, SUPPORTIVE INFORMATION SUCH AS EMAILS AND SPREADSHEETS TO SUPPORT AMOUNT BEING CHARGED.
- IPFTs ARE NOT ALLOWED TO BE PROCESSED THROUGH FITS FOR STATE AND FEDERAL FUNDS. PLEASE CONTACT ACCOUNTING SERVICES TO PROCESS THESE TYPES OF TRANSACTIONS.
- VERIFY BUDGET IS AVAILABLE BEFORE SUBMITTING IPFT. THIS WILL PREVENT REQUEST FROM BEING REJECTED AND PROLONG POSTING.
- DELETE IPFTs THAT ARE NO LONGER NEEDED AND WILL NOT BE PROCESSED. INSTRUCTIONS ON HOW TO CREATE, EDIT OR DELETE AN IPFT CAN BE FOUND [HERE](#).

## FITS SYSTEM

REFER TO [HSCEP OP 50.29 – USE OF INTERNAL PURCHASE FUNDING TRANSFERS](#) FOR DETAILED INFORMATION.

## INTER-DEPARTMENTAL BILLING:

INTERDEPARTMENTAL BILLING (IVs) ARE USED BY SERVICE DEPARTMENTS TO BILL TTUHSC EL PASO DEPARTMENTS WHEN GOODS OR SERVICES ARE PROVIDED. BELOW ARE A FEW THINGS TO KEEP IN MIND WHEN SUBMITTING IVs.

- 🔔 IVs NEED TO BE PROCESSED NO LATER THAN 30 DAYS FROM THE DAY SERVICES/GOODS WERE PROVIDED.
- 🔔 ATTACH SUPPORTING DOCUMENTATION SUCH AS INVOICES AND WORK ORDERS. DOCUMENTATION MUST INCLUDE FOAP OF SERVICE DEPARTMENT, FOAP OF DEPARTMENT BEING CHARGED, DATE GOODS/SERVICES WERE PROVIDED AND AMOUNT.
- 🔔 SERVICE FUNDS NO LONGER IN USE DUE TO LACK OF DEMAND OR OPERATING INEFFICIENTLY (INCURRING A LOSS) MUST BE TERMINATED. PLEASE CONTACT ACCOUNTING SERVICES FOR ASSISTANCE TERMINATING SERVICE FUND.
- 🔔 SERVICE CENTER OPERATION IS AN ONGOING MONITORING PROCESS. RATES MUST BE ADJUSTED AT LEAST BIENNIALLY IN ORDER TO AVOID A CONTINUOUS SURPLUS OR REOCCURRING DEFICIT FUND BALANCE. IT IS ESSENTIAL FOR A SERVICE FUND MANAGER TO PERFORM A COST ANALYSIS BASED ON ACTUAL COSTS AND SUBMIT AN UPDATED BILL RATE FORM TO ACCOUNTING SERVICES, IF NEEDED.

ENSURE SERVICE DEPARTMENT IS FOLLOWING [HSCEP OP 50.17 – ESTABLISHMENT AND OPERATION OF SERVICE DEPARTMENTS.](#)

FOR QUESTIONS, PLEASE CONTACT US AT [ACCOUNTINGELP@TTUHSC.EDU](mailto:ACCOUNTINGELP@TTUHSC.EDU).

HO! HO! HO!

Can you guess the secret Santa?

HO! HO! HO!

See answer on page 13.

# ACCOUNT CODE DICTIONARY



PLEASE REFER TO THE [ACCOUNT CODE DICTIONARY](#) TO SEARCH FOR THE APPROPRIATE ACCOUNT CODE FOR PURCHASES, REQUISITIONS, TRAVEL EXPENSES, OR P-CARD EXPENSES. THE SEARCH FEATURE ALLOWS YOU TO SEARCH BY ACCOUNT CODE OR KEYWORDS. WITH THE HOLIDAYS APPROACHING, DEPARTMENTS ARE ENCOURAGED TO VERIFY EXPENSES ARE IN COMPLIANCE WITH FUND RESTRICTIONS, ALLOWABLE EXPENDITURES, AND INSTITUTIONAL POLICIES; AND TO CONFIRM THE APPROPRIATE ACCOUNT CODE IS USED DEPENDING ON THE EVENT. E.G., 7L0403 SHOULD BE USED FOR GRADUATION EVENTS, 7L0404 SHOULD BE USED FOR DEPARTMENT HOLIDAY CELEBRATIONS, AND 7L0405 FOR RETIREMENT EVENTS. HOLIDAY CELEBRATION EVENTS THAT INCLUDE MEALS, ENTERTAINMENT, DECORATIONS OR HOLIDAY CARDS ARE CONSIDERED FOOD AND ENTERTAINMENT EXPENSES AND ONLY ALLOWED ON LOCAL FUNDS.

*Welcome to the team!*



WE ARE THRILLED TO ANNOUNCE THAT **CYNTHIA BLESSING** HAS JOINED OUR ACCOUNTING TEAM! CYNTHIA WILL BE TAKING CHARGE OF FINANCIAL REPORTING FOR THE INSTITUTION.

WELCOME ABOARD!

# Contracts and Grants Accounting: Gina Lopez, Director

## EMAIL NOTIFICATIONS - GRANT END REPORT:

IF YOU ARE A PRINCIPAL INVESTIGATOR AND/OR A FUND MANAGER FOR ONE OR MORE SPONSORED PROJECTS MANAGED IN A MULTI-YEAR GRANT/CONTRACT FUND, YOU WILL RECEIVE AN EMAIL NOTIFICATION WITH THE GRANT END REPORT THAT LISTS ONE OR MORE SPONSORED PROJECTS THAT ARE ABOUT TO EXPIRE AND/OR HAVE ALREADY EXPIRED BUT THE FUND IS NOT YET CLOSED.

Texas Tech University Health Sciences Center El Paso Grant End Report								
Grant Ends: <b>In 30 Days</b>								
Fund Manager	Grant	Description	Agency	PI	Start	End	ITD	
Franco, Carlos F.	E243386	Registry Natural History of Distal Renal Tubular Acidosis in North American Cohort	Emory University	Khin, El E.	12/10/21	12/09/23	0.00	
Overall - Count	1							

### WHEN ARE THESE EMAIL NOTIFICATIONS SENT?

70 AND 30 DAYS BEFORE THE SPONSORED PROJECT ENDS AND THE DAY THE SPONSORED PROJECT ENDS. THE NOTIFICATIONS ARE ALSO SENT 30, 90, AND 120 DAYS AFTER THE SPONSORED PROJECT ENDS.

### WHAT SHOULD I DO WHEN THESE EMAIL NOTIFICATIONS ARE RECEIVED?

THESE NOTIFICATIONS SERVE AS A REMINDER TO:

- PREPARE FOR THE PROJECT CLOSE-OUT. PROJECT CLOSE-OUT IS THE PROCESS OF DETERMINING THAT ALL APPLICABLE REQUIRED WORK OF A SPONSORED PROJECT AND ITS RELATED COST-SHARING FUND HAS BEEN COMPLETED.
- REVIEW THAT FUNDS ARE FULLY UTILIZED. BY THOROUGHLY ASSESSING THE CURRENT STATUS OF EXPENDITURES AND REMAINING BALANCES, OPPORTUNITIES CAN BE IDENTIFIED FOR REALLOCATING RESOURCES OR ADDRESSING UNMET NEEDS BEFORE THE PROJECT ENDS.
- REVIEW ALL EXPECTED TRANSACTIONS POSTED WITHIN THE PROJECT PERIOD. ENSURE ALL EXPENSES ARE POSTED IN A TIMELY MANNER. ADDRESS ANY PENDING TRANSACTIONS PROMPTLY, SUCH AS PENDING INVOICES, TO AVOID DISCREPANCIES OR DELAYS.
- REVIEW OPEN ENCUMBRANCES, IF ANY, AND IF REQUIRED, SUBMIT AN OPEN ENCUMBRANCE CHANGE REQUEST THROUGH THE [PO/ENCUMBRANCE CHANGE REQUEST SYSTEM](#).
- SUBMIT CURRENT AND FUTURE LABOR CHANGE EPAFs OR LABOR REDISTRIBUTIONS TO MOVE THE EMPLOYEE(S) TO A VALID FOP. REFER TO THE [CURRENT AND FUTURE EPAF USER GUIDE](#) LOCATED UNDER THE REFERENCE MATERIALS SECTION OF [THE BUDGET OFFICE WEBSITE](#).

# MULTIPLE POSITION EFFORT CALCULATION WORKSHEET:

WE WOULD LIKE TO REMIND DEPARTMENTS ABOUT THE "MULTIPLE POSITION EFFORT CALCULATION WORKSHEET" THAT WAS CREATED TO ASSIST IN ACCURATELY CALCULATING THE PERCENTAGES TO CHARGE TO RESTRICTED FUNDS (AND COST SHARE FUNDS IF APPLICABLE) WHEN AN INDIVIDUAL HAS MORE THAN ONE PAID POSITION OR A SPONSORING AGENCY IMPOSES A SALARY CAP. THE MOST UPDATED **MULTIPLE POSITION EFFORT CALCULATION WORKSHEET** CAN BE FOUND UNDER THE FORM SECTION OF THE **CONTRACTS AND GRANTS ACCOUNTING WEBSITE**.

## HOW TO FILL OUT THE WORKSHEET:

ENTER THE ANNUAL SALARY AMOUNT FOR THE INDIVIDUAL FOR EACH POSITION IN THE PROVIDED FIELDS. UNDER THE GRANT INFORMATION SECTION, ENTER THE PERCENTAGE CORRESPONDING TO THE SPONSORED PROJECT. IF A SALARY CAP IS APPLICABLE, ENTER THIS UNDER THE PROVIDED FIELD. THE PERCENTAGE FOR EPAFs AND LABOR REDISTRIBUTIONS IS SHOWN IN RED TEXT.

**EXAMPLE BELOW FOR AN INDIVIDUAL WITH TWO POSITIONS AND A \$200,000 SALARY CAP:**

Faculty/Staff Name:	Primary Position Annual Salary	\$	200,000.00		
Dr. Sample	Secondary Position #1 Annual Salary	\$	10,000.00	Primary Position	
	Secondary Position #2 Annual Salary	\$	-		
	Secondary Position #3 Annual Salary	\$	-		
	Institutional Base Salary - Monthly (RGS + S)	\$	17,500.00	\$ 16,666.67	Monthly Rate
DHHS Salary Cap Levels: DHHS Salary Cap for NOAs Issued: 1/1/23		CAP-\$212,100			
CPRIT Salary Cap Level: CPRIT Salary Cap		CAP-\$200,000			
<b>Grant Information</b>		<b>Effort Commitment (% of IBS)</b>		<b>Primary</b>	<b>Percentages</b>
Grant FOP:	Grant Fund 2XXXXX	5.00%	\$ 833.33	4.76%	ecrt
Grant Title:				5.00%	ePAF/Labor Redistribution
Grant Sponsor:					
Performance Period:					
Salary Cap Cost Share FOP	Cost Share Fund 1XXXXX		\$ 41.67	0.24%	ecrt
Salary Cap Amount (If applicable)	\$200,000			0.25%	ePAF/Labor Redistribution

RELATED OPERATING POLICIES:

**[HSCEP OP 65.11 - COST SHARING ON SPONSORED PROJECTS](#)**

FOR QUESTIONS, CONTACT US AT **[GRANTSACCOUNTINGELP@TTUHSC.EDU](mailto:GRANTSACCOUNTINGELP@TTUHSC.EDU)** .

# Payment Services:

Annette Hinojos, Director

## CHROME RIVER SYSTEM

### TRAVEL

CHROME RIVER TRAVEL SYSTEM (CR) WENT LIVE SEPTEMBER 1, 2023!

ANNOUNCEMENTS WITH TRAINING SCHEDULES ARE SENT OUT REGULARLY. REGISTER FOR A TRAINING SESSION IF YOU HAVEN'T ATTENDED ONE YET.

### RESOURCES:

- ACCESS TO CR IS FOUND IN THE PAYMENT SERVICES SECTION ON THE FINANCE WEBRAIDER PORTAL AT:  
[CHROME RIVER TRAVEL SYSTEM \(CR\) WENT LIVE SEPTEMBER 1, 2023!](#)
- VISIT THE [CHROME RIVER RESOURCES](#) SECTION ON THE PAYMENT SERVICES WEBSITE. YOU WILL FIND LOTS OF VALUABLE TOOLS TO HELP YOU NAVIGATE THROUGH THE NEW TRAVEL SYSTEM.
- THE [WELCOME PAGE](#) ON CR USER'S DASHBOARDS PROVIDES INFORMATION ON NAMING THE PRE-APPROVAL, ADVANCE OR PREPAID REQUESTS, AND EXPENSE REPORT. REPORTS WILL BE RETURNED IF THIS NAMING CONVENTION IS NOT USED. IT WAS DEVELOPED WITH EVERYONE IN MIND FOR EASY TRIP IDENTIFICATION AND REPORTING PURPOSES.

### RENTAL CARS:

THE STATE OF TEXAS HAS AWARDED CONTRACTS TO HERTZ AND ENTERPRISE/NATIONAL TRAVEL COMPANIES. WHEN RENTING A VEHICLE, THE STATE CONTRACT MUST BE USED. IF THESE CONTRACTS ARE NOT USED, THE TRAVELER RUNS THE RISK OF NOT GETTING THE FULL AMOUNT REIMBURSED. THE LINK AND PASSCODES TO THE RENTAL COMPANIES CAN BE FOUND ON THE [PAYMENT SERVICES WEBSITE](#) AND CR RESOURCES PAGE.

 [ENTERPRISE/NATIONAL](#) – PIN: TEX

 [HERTZ](#) – PIN: 2132223

## HOTELS:

COMING IN 2024! THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS HAS AWARDED A CONTRACT TO **HOTEL ENGINE**, A PRIVATE HOTEL BOOKING PLATFORM THAT PROVIDES DISCOUNTED RATES FOR STATE AGENCIES AND INSTITUTIONS OF HIGHER EDUCATION ON LODGING WHILE DOING BUSINESS FOR THE STATE OF TEXAS. USE OF HOTEL ENGINE FOR LEISURE TRAVEL IS PROHIBITED.

## EXPENSE REPORT TIPS:

- IF YOU HAVE A PRE-APPROVAL FOR TRAVEL AND YOU'RE SUBMITTING THE EXPENSE REPORT AFTER TRAVEL, MAKE SURE YOU "IMPORT PRE-APPROVAL." OTHERWISE YOUR ENCUMBRANCE CREATED AT TIME OF PRE-APPROVAL WILL REMAIN OPEN UNTIL MANUALLY CLOSED BY DEPARTMENT OR SYSTEM WILL CLOSE IT AFTER 90 DAYS.
- AGENDAS OR CONFERENCE INFORMATION DOCUMENTS NEED TO BE ATTACHED TO THE REPORT. TRAVEL OFFICE USES THESE TO CONFIRM TRAVEL DATES AND PLACE OF TRAVEL. THIS ITEM IS OFTEN SKIPPED BY THE REPORT PREPARER WHICH DELAYS THE REIMBURSEMENT.
- THE FIRST STEP TO YOUR EXPENSE REPORT SHOULD BE TO ADD YOUR MEALS AND CALCULATE THE DAILY ALLOWANCE WIZARD. GENERAL SERVICES ADMINISTRATION (GSA) RATES WILL APPEAR. IF USING STATE OR RESTRICTED FUNDS, ENSURE OVERAGES ARE CHARGED TO A LOCAL FUND.
- TRAVEL OFFICE WILL NO LONGER BE ADJUSTING THE TRAVEL EXPENSE REPORTS. IF A REPORT IS INCORRECT, IT WILL BE RETURNED BACK TO THE PREPARER TO CORRECT.
- ENSURE TIPS ARE CALCULATED CORRECTLY. TIPS ARE MAXED OUT AT 20% OF SUBTOTAL AMOUNT. IF REDUCING THE TOTAL ON THE RECEIPT, MAKE SURE TIP IS PRORATED ACCORDINGLY. TRAVEL OFFICE WILL BE RETURNING THE REPORTS IF TIPS ARE NOT CALCULATED ACCORDINGLY.
- ITEMIZED RECEIPTS SHOWING PAYMENT SHOULD BE ATTACHED FOR ALL EXPENSES CLAIMED.

## PROCUREMENT CARD

### VENDOR HOLD:

BEFORE PURCHASING GOODS OR SERVICES OVER \$500 WITH THE PURCHASING CARD, TEXAS GOVERNMENT CODE SECTION 2252.903 REQUIRES THAT THE CARDHOLDER VERIFY IF A POTENTIAL VENDOR IS INDEBTED TO THE STATE OF TEXAS AND IDENTIFIED AS BEING ON WARRANT HOLD STATUS.

VENDOR STATUS QUERY MAY BE OBTAINED UNDER "HELPFUL LINKS" AT THE PAYMENT SERVICES WEBSITE OR FROM THE COMPTROLLER'S WEBSITE AT [HTTPS://FMCPA.CPA.STATE.TX.US/TPIS/](https://fmcpa.cpa.state.tx.us/tpis/). CARDHOLDERS SHOULD ATTACH A COPY OF THE SCREENSHOT OF THE VENDOR HOLD SEARCH RESULTS TO THEIR EXPENSE REPORT AS VERIFICATION THE VENDOR WAS NOT ON HOLD STATUS AT THE TIME OF THE PURCHASE.

\*\*\*IMPORTANT\*\*\*

PCARD HOLDER SHALL CHECK FOR VENDOR HOLD STATUS NOT EARLIER THAN THE SEVENTH DAY BEFORE AND NOT LATER THAN THE DATE OF THE PURCHASE. IF VENDOR HOLD IS REVIEWED OUTSIDE OF DATE RANGE NOTED ABOVE, AFTER THREE VIOLATIONS, THE PCARD WILL BE SUSPENDED FOR 30 DAYS. IN ADDITION, IF USING STATE FUNDS, LOCAL FUNDS WILL BE REQUIRED TO BE USED INSTEAD.

**PURCHASE OVER \$5,000:**

PERMITTED PURCHASES OF \$5,000 OR LESS MAY BE MADE USING THE PURCHASING CARD SUBJECT TO THE VENDOR ACCEPTING CREDIT CARDS. PERMITTED PURCHASES ARE ALL CATEGORIES OF PURCHASES EXCEPT THOSE LISTED IN THE PROHIBITED USES SECTION IN OP72.15. THE PURCHASING CARD SHOULD BE IDENTIFIED AS THE METHOD OF PAYMENT AT THE TIME THE ORDER IS PLACED WITH THE VENDOR.

WHEN A DEPARTMENT CAN ANTICIPATE THAT PURCHASES OF GOODS AND SERVICES TO A SINGLE VENDOR DURING A FISCAL YEAR WILL EXCEED \$15,000, THE PURCHASING CARD SHOULD NOT BE USED WITH THAT VENDOR WITHOUT THE WRITTEN APPROVAL OF THE DIRECTOR OF PURCHASING ([HSCEP OP 72.01](#)).

\*\*\*IMPORTANT\*\*\*

ANY ABUSE OF THE CARD, SUCH AS SPLITTING ORDERS TO AVOID PURCHASING RULES WILL RESULT IN DISCIPLINARY ACTION. A CARDHOLDER MAKING UNAUTHORIZED PURCHASES OR CARELESSLY USING THE CARD MAY BE LIABLE FOR THE TOTAL DOLLAR AMOUNT OF SUCH UNAUTHORIZED PURCHASES. THE CARDHOLDER WILL ALSO BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

FOR QUESTIONS, PLEASE CONTACT PAYMENT SERVICES AT [PAYMENTSERVICESELP@TTUHSC.EDU](mailto:PAYMENTSERVICESELP@TTUHSC.EDU).



## *Purchasing Office:*

*Pat Myers, Director*

MAKING AN APPOINTMENT AND SPEAKING WITH A MEMBER OF OUR PURCHASING STAFF IS A CRITICAL FIRST STEP TO BUILDING A BUSINESS RELATIONSHIP WITH TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO. WE WANT TO UNDERSTAND YOUR BUSINESS AS BEST AS POSSIBLE AND WILL RECOMMEND LEADS OF CAMPUS DEPARTMENTS YOU MAY WANT TO CALL UPON.

THE FOLLOWING ARE THE ROLES AND RESPONSIBILITIES OF THE PURCHASING DEPARTMENT SO THAT YOU BETTER UNDERSTAND THE ORGANIZATION AND HOW WE CAN BEST HELP YOU:

- COORDINATES PUBLIC BID PROCESSES FOR LARGER DOLLAR PURCHASES; ANY PRODUCT OR SERVICE OVER \$15,000 MUST BE COMPETITIVELY BID ON AN INFORMAL BASIS; ANY PRODUCT/SERVICE OVER \$50,000 MUST BE FORMALLY BID (EXISTING COMPETITIVELY AWARDED CONTRACTS MAY BE CONSIDERED).
- ASSURES FAIR AND OPEN ACCESS TO TTUHSC EL PASO BUSINESS.
- SERVES AS A RESOURCE TO CONNECT QUALIFIED SUPPLIERS WITH TTUHSC EL PASO CAMPUSES AND DEPARTMENTS.
- MAKES SURE THAT TTUHSC EL PASO ADHERES TO RESPONSIBLE PURCHASING PRACTICES AND POLICIES GOVERNING TEXAS PUBLIC AGENCIES.
- WORKS TO ENSURE THAT THE DIVERSITY OF OUR MEDICAL AND EDUCATIONAL COMMUNITY IS REFLECTED IN THE SUPPLIERS UTILIZED BY TTUHSC EL PASO.

PHONE: 915-215-6465

FAX: 915-215-8813

E-MAIL: [PURCHASINGELP@TTUHSC.EDU](mailto:PURCHASINGELP@TTUHSC.EDU).

WEB: [HTTPS://TTUHSCEP.EDU/FISCAL/BUSINESSAFFAIRS/PURCHASING](https://ttuhscep.edu/fiscal/businessaffairs/purchasing).

MAKE NO MISTAKE, THE PURCHASING DEPARTMENT CAN AND WILL HELP YOU; BUT TO BE SUCCESSFUL, YOU MUST DRILL DOWN DEEPER AND DEVELOP RELATIONSHIPS WITH INDIVIDUALS AT THE DEPARTMENT LEVEL WHO MAKE THE DAY-TO-DAY BUYING DECISIONS.

*Please join us at our upcoming Inaugural*

*Hub Vendor Fair!*

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
EL PASO HUB VENDOR EXPO.

**8 A.M. - 2 P.M. DEC. 15 IN THE MSB II BUILDING**

THE REGISTRATION PAGE IS UNDER CONSTRUCTION; CONTACT  
OSCAR WILSON AT 915-215-6497 OR [OSCAR.WILSON@TTUHSC.EDU](mailto:OSCAR.WILSON@TTUHSC.EDU)  
FOR ADDITIONAL INFORMATION.



# USE OF GROUP PURCHASING ORGANIZATION CONTRACTS

ALTHOUGH TTUHSC EL PASO ACTIVELY SOLICITS PRODUCTS AND SERVICES OF VARIOUS TYPES UNILATERALLY, THE BREADTH AND SCOPE OF REQUIREMENTS TO OPERATE REGIONALLY LOCATED MEDICAL SCHOOLS AND CLINICS IS WIDE AND DIFFICULT TO STANDARDIZE. AS A RESULT, IT IS TTUHSC EL PASO'S PRACTICE TO LOOK FOR COMPETITIVELY AWARDED CONTRACTS THROUGH GROUP PURCHASING ORGANIZATIONS AND COOPERATIVES TO WHICH IT IS A PARTY.

PLEASE VISIT [TTUHSC EL PASO'S USE OF GROUP PURCHASING ORGANIZATION CONTRACTS](#).

THE PURCHASING OFFICE STRONGLY RECOMMENDS VENDORS CONSIDER PARTICIPATING IN SOLICITATIONS OFFERED THROUGH THE MANY CONTRACT GROUPS TO WHICH TTUHSC EL PASO IS A PARTICIPANT. IF YOU NEED HELP IDENTIFYING IF A VENDOR IS UNDER CONTRACT, PLEASE CONTACT THE PURCHASING TEAM AT [PURCHASINGELP@TTUHSC.EDU](mailto:PURCHASINGELP@TTUHSC.EDU).

## CO-OP CONTRACTS SEARCH

**YOU MAY SEARCH BY COOPERATIVE CONTRACT OR BY KEYWORD.**

A CO-OP CONTRACT NUMBER SHOULD BE INCLUDED IN THE QUOTE FOR REFERENCE AND RECORD. YOU CAN REQUEST A QUOTE FOR EACH CONTRACT WITH THE SAME ITEMS AND SELECT THE BEST ONE FOR IN PRICING.

- PLEASE MAKE SURE VENDOR PUTS IN QUOTE OUR OFFICIAL NAME (TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO OR TTUHSCEP) WITH OUR BILLING ADDRESS (130 RICK FRANCIS ST., EL PASO TX. 79905 AND YOUR DEPARTMENT'S MSC)
- ALSO, PURCHASING CONSIDERS A QUOTE VALID ONLY WITHIN 30 DAYS AFTER CREATION DATE UNLESS VENDOR SPECIFIES A VALID TIME FRAME FOR THAT QUOTE. OTHERWISE AN UPDATED QUOTE MAY BE REQUESTED.
- IN THE CASE OF A SERVICE WITH SPECIFIED DATES, PLEASE MAKE SURE TO SUBMIT A REQUISITION WITH PLENTY OF TIME TO BE APPROVED BEFORE THE SERVICE STARTS.

# EMERGENCY PURCHASE ORDERS

EMERGENCY PROCUREMENTS OCCUR AS THE RESULT OF UNFORESEEABLE CIRCUMSTANCES AND MAY REQUIRE AN IMMEDIATE RESPONSE TO AVERT AN ACTUAL OR POTENTIAL PUBLIC THREAT. IF A SITUATION ARISES IN WHICH COMPLIANCE WITH NORMAL PROCUREMENT PRACTICE IS IMPRACTICABLE OR CONTRARY TO THE PUBLIC INTEREST, AN EMERGENCY PROCUREMENT MAY BE WARRANTED TO PREVENT A HAZARD TO LIFE, HEALTH, SAFETY, WELFARE, OR PROPERTY OR TO AVOID UNDUE ADDITIONAL COST TO THE STATE (EX. FIRE, FLOOD, TORNADO, TERRORIST ATTACK).

THE PROCUREMENT SERVICES OFFICE RESERVES THE RIGHT TO REQUIRE ADDITIONAL QUOTES OR BIDS ON EMERGENCY PROCUREMENTS. ALL ATTEMPTS SHOULD BE MADE TO UTILIZE CONTRACTED VENDORS DURING THESE SITUATIONS.



# HAPPY HOLIDAYS FROM BUSINESS AFFAIRS!

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DON'T FORGET TO SIGN UP FOR OUR BUSINESS  
AFFAIRS NEWSLETTER!

## BUSINESS AFFAIRS SUBSCRIPTION

PROVIDES UPDATES, REMINDERS, AND NEW  
INFORMATION ABOUT BUSINESS AFFAIRS AND  
THE SERVICES PROVIDED BY EACH  
DEPARTMENT.

FOR QUESTIONS OR SUGGESTIONS  
REGARDING OUR NEWSLETTER, PLEASE EMAIL  
US AT [FSMELP@TTUHSC.EDU](mailto:FSMELP@TTUHSC.EDU).