



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
 Operating Policy and Procedure

Title: TTUHSC Classroom Technology Fees	Policy Number: 75.32 Addendum E
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

Non-TTUHSC events

Event _____

Date/Time _____

Location _____

SUBJECT: Classroom Technology Technician/Equipment Charges

Equipment Charges:

Equipment Charges	\$200.00
Charges per technician	\$25.00 hour
Total	\$400.00

Please submit payments 1 week prior to event.

Make checks payable to TTUHSC PLFSOM/Audio Visual Department and other check leave blank for Technician

Contact Jose Mancha at (915)-215-4080 or email at: jose.mancha@ttuhsc.edu for any question relating to AV equipment needs.



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Title: TTUHSC El Paso Media Event Overtime Request	Policy Number: 75.32 Addendum D
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

DEPARTMENT: _____

TYPE OF EVENT: _____

DATE/TIME OF EVENT: _____

LOCATION: _____

DEPARTMENT CONTACT PERSON: _____

PERSON REQUESTED: _____

ACCOUNT NUMBER: _____

ESTIMATED TOTAL HOURS: _____

AUTHORIZED BY: _____

ACCOUNT MANAGER (PRINT)

ACCOUNT MANAGER SIGNATURE

Keep in mind that we must include travel time to and from the event. We must also include setup time prior to the event and pickup of equipment at the end of the event. Therefore, the hours and pay will be adjusted accordingly. Once the charge is processed,

Edna Rivas, Unit Coordinator will email you the report. Requests must be submitted three days prior to accommodate our employee's schedules.