Procurement Services
Quarterly Updates
Purchasing, Accounts Payable and Payment Services
Objectives

• Year-End Deadlines
• Procurement Updates
• Travel Notifications
• Coming Soon
Year-End Deadlines

- FY 2019 Year-End Deadlines and Process
  - Business Affairs Announcements
Revision HSCEP OP 72.16 Official Functions, Business Meetings and Entertainment

• Revisions
  – Aggregate amount has been increased to $500
    • Still required when there is no outside guest present.
  – Approvals
    • Department Head
    • Dean
    • Chief Finance Officer
    • President - required when alcohol will be served and/or for events with a total of $5,000 or greater.
Purchasing of Hardware and Software

• Contact the IT Help Desk for:
  – Software purchases – a third party software approval form will be issued.
  – Hardware purchases – IT will issue a quote from the selected vendor, including:
    • Standardization of quality, compatibility, and warranties.

• For New IT Projects:
  – Visit the Project Management Office in IT:

  http://elpaso.ttuhsc.edu/it/finance/pmo/default.aspx
On May 8, 2019, the Texas Comptroller of Public Accounts updated a list of companies that boycott Israel as required by Texas Government Code Chapter 808. That list no longer includes Airbnb.

This notice revokes the notice sent to campus earlier in March about your Airbnb expense being ineligible.
TechBuy Requisitions FY20

- A notification will be posted in TechBuy to notify you when FY20 requisitions can be submitted.
- Accounting date should be 9/1/2019.
Purchasing Cooperative Contract Database

• Purchasing Cooperative is a type of cooperative arrangement, often among businesses, to agree to aggregate demand to get lower prices from selected suppliers.
  – Purchasing Cooperatives are used frequently by governmental entities, since they are required to follow laws requiring competitive bidding above certain thresholds.

• Allow you to search by commodity or vendor name.
  – Vendor Contact Information
  – Contract Number
A New Travel and Purchasing Card System

• The TTU System is looking at implementing a new travel and purchasing card system.
• All three campuses have been involved in the process of the selection.
• Scope will include all Travel and Purchasing Card reconciliations.
Goals

• Remove business continuity risk while improving efficiencies and integration.

• Paperless processes.

• Streamline approval process.

• Control and make your spend visible.
“Champions for Success”

• To be successful we need you!
  – A focus and testing group will be needed.
    • We want to get your feedback.
  – If you are interested in becoming a Champion, please send an email to travelelp@ttuhsc.edu.
Contracts and Grants Accounting
Quarterly Update
TTUHSC El Paso New Finance and Administration Rate
TTUHSC El Paso Finance and Administration (F&A) Rate

• The Office of Sponsored Programs (OSP) and Contracts and Grants Accounting (C&G) are working on the transition of current awards issued to TTUHSC Lubbock for transfer to TTUHSC El Paso.

• OSP will keep each PI updated of the transition process with the goal of minimizing any disruption in the continuity of research and will continue to honor the F&A rate already applied to each grant award.

• We anticipate this transition will take several months, so your patience is appreciated.
TTUHSC El Paso Finance and Administration (F&A) Rate

- The NEW F&A Cost Rate for TTUHSC El Paso is 60%.
- New F&A rate will be used for all proposals submitted beginning May 1, 2019.
- The current 53% Federal F&A rate will remain on current projects when they are transferred to TTUHSC El Paso.
- The approved F&A rate agreement can be found on the C&G website under Reference Materials:
  
  [http://elpaso.ttuhs.edu/fiscal/businessaffairs/grantaccounting/documents/FA%20Rate%20Agreement.pdf](http://elpaso.ttuhs.edu/fiscal/businessaffairs/grantaccounting/documents/FA%20Rate%20Agreement.pdf)
Time and Effort Reporting Process
Time and Effort Reporting Processes

- Compensation costs are often a sponsored project’s largest cost item. Time and effort reporting provides assurance that the percentage of an individual’s compensation charged to a sponsored project is proportionate to the percentage of his or her total effort to the institution.
Time and Effort Reporting Processes

• To enhance the design of its processes, specifically for preventing and identifying variances between compensation and effort distributions, per HSCEP O.P. 65.07, variances greater than 2%, between payroll and effort distribution percentages on certified and processed effort statements will be identified by a Cognos report which will be reviewed by C&A (effective 3rd Qtr. FY19 effort certification – post certification activity Aug. 1).

• Certifiers will continue to determine and certify whether the compensation distribution percentages reasonably correspond to the distribution of the individual’s actual effort.

• If not, a labor redistribution can adjust the individual’s compensation source funding.
Time and Effort Reporting Process

- All effort reporting training (ecrt) material has been updated and can be found in the C&G website: 
  http://elpaso.ttuhsce.edu/fiscal/businessaffairs/grantaccounting/trainings.aspx

- Highly recommended for new PIs and effort coordinators
National Institutes of Health (NIH) 2019 Salary Cap
NIH 2019 Salary Cap

Announcement on April 17, 2019 by National Institutes of Health:

• Effective January 6, 2019, the salary limitation for Executive Level II increased from $189,600 to $192,300.
Surplus

• Department Delegates/Property Custodians must make sure that capital and controlled assets (tagged) are noted separately from other assets (non-tagged) sent to surplus, on Attachment A, “Departmental Certification for Surplus of an Inventoried Item”, per HSCEP OP 63.11.

• Surplus will not be scheduled for pick-up until the Delegates/Property Custodians transfer the inventoried asset to surplus using the Property Inventory System.
Surplus

- The serial number of all inventoried assets must match the serial number listed on the Property Management System website.

- All computer equipment cables must be neatly arranged and tangle free.

- Surplus forms must be submitted to surpluselp@ttuhsc.edu.
Thank You for Attending!

- Presentation will be posted in the portal under the “Business Affairs Announcements” section.