



# Business Affairs Newsletter

## AUGUST 2021

### Departments:

- Accounting Services
- Budget Office
- Contracts and Grants Accounting
- Finance Systems Management
- General Services
- Payment Services
- Purchasing
- Student Business Services

### In This Issue:

- Budget Year-End Deadlines
- Student Fees
- Accounting Year-End
- Year-End Roll
- Endowment Spendable Funds
- Employee Travel
- Purchasing Bid Limits
- Signature Authority
- Holiday Events



#### What brought you to TTUHSC El Paso?

I wanted to be part of TTUHSC El Paso's growth. I wanted to be part of an entity that serves our community with medical professional education opportunities and patient care.

#### What might someone be surprised to know about you?

When I was about 10 years old, I used to break-dance and compete in tournaments.

#### What TV show/movie are you ashamed to admit you love?

Backdraft. Even though the movie has a good story line, I love the romance part even more.

#### How would your friends describe you?

A person with a good soul and kind heart, always listening and helping others. Also, funny!

#### What advice would you give to your younger self and why?

Trust your own judgment and keep your life focused in believing in yourself. Growing up, I had many challenges to face and had trouble finding myself. One, being worried of letting someone down.

#### If you could meet anyone in the world, dead or alive, who would it be and why?

I wish I could meet my grandmother, my father's mother. The stories of her personality and pictures of her make me feel that I am her. I inherited her nickname of Yaya!

#### What is your go-to karaoke song?

"Como La Flor" by Selena.

#### What would be your ultimate dream job?

I am living my dream job as an accountant, but my ultimate dream job would be to become an FBI agent.

#### If you could have any superpower what would it be?

My superpower would be to have healing power through my eyes so I can cure people who are sick.

#### Where's your favorite place in the world?

Disney World, a magical place where my family and I created beautiful memories, as it allowed my child to forget that she was battling cancer.

## Budget Office: Vince Lantican, Director

The FY 2022 proposed operating budget was presented to the TTU System Board of Regents the first week of August. Budget Prep data from the Budget Prep System has been loaded to the Banner Finance and Human Resources Systems for FY 2022.



### REMINDER

1. The FY 2021 labor redistribution deadline is Aug. 31. The only exception is for the SM 17 payroll (work dates of Aug.16 – 31). This payroll will post to Finance on Tuesday, Sept. 7. Please contact the Budget Office by Sept. 8 if LRDs are needed for SM 17. The posting date for FY 2021 labor redistributions must be 8/31/2021 or earlier in order to correctly post against the FY 2021 finance ledgers.
2. All overload jobs will end on 8/31/2021. If an overload needs to continue into FY 2022, an EPAF must be submitted to reinstate the overload.
3. The Budget Revision System will use a default fiscal year of FY 2021 for all budget revisions that are started on or before Aug. 31. The system will default to FY 2022 for all revisions started on or after Sept. 1. If you need to process a revision in a fiscal year other than the default, please contact the Budget Office for instructions.
4. The Budget Revision System will be unavailable on Sept. 11 to accommodate the FY 2021 year-end processes.
5. FY 2022 Fund Balances will not be available until FY 2021 closes. Option 2 budget revisions (use of Fund Balance) for FY 2022 cannot be submitted until September 13.

All budget-related questions should be directed to [budgetelp@ttuhsc.edu](mailto:budgetelp@ttuhsc.edu).

## Student Business Services: Cindy Flores, Director

### Where's my budgeted student fee revenue, you may ask?

Tuition and fees are billed to students upon registration, so although students register as early as April for the following fall semester, the fee revenue billed is not immediately reflected as revenue.

### Why is this?

Each academic year aligns with the fiscal year in that the fall, spring and summer semesters of the academic year are reported as part of the corresponding fiscal year.

For example, students will register for the fall 2021 semester as early as April 2021. Students will be

billed tuition and fees upon registration, which may not be due until the fall semester commences (as late as August).

The fall 2021, spring 2022 and summer 2022 semesters collectively make up the 2021-2022 academic year and therefore are reported as fiscal year 2022 revenue.

In the example above, the tuition and fees billed to the student at the time of registration will be recorded as deferred revenue. In September, the start of the new fiscal year, the deferred revenue will be released and recognized as income. This typically takes place the second week of September.

All SBS questions should be directed to [sbselp@ttuhsc.edu](mailto:sbselp@ttuhsc.edu).

**Accounting Services:  
Sandra Tapia, Director**

As we get closer to the end of fiscal year 2021, we would like to encourage departments to review the year-end deadlines and processes that are now available on our [portal](#).



**The following deadlines are coming soon:**

**Sept. 3, 2021**

- FY 2021 Revenue Accrual Form for **non-contract revenue** is due to Accounting Services. All revenue should be recorded in the period it is earned. If services/goods were provided prior to Aug. 31 but payment has not been received yet, a revenue accrual should be requested. If services/goods were provided prior to Aug. 31 but payment was received on or after Sept. 1, deposit should be recorded with the bank deposit date and a revenue accrual should be requested. Revenue Accrual Form is available on our website (click [here](#)).
- FY 2021 consumable supplies/goods for resale inventory counts and a count for all inventories in excess of \$15,000 as of Aug. 31, 2021, are due to Accounting Services on an Inventory Form for Consumable Supplies/Goods for resale form (click [here](#)).
- FY 2021 claims for unidentified deposits in holding account are due to Accounting Services. Deposits that remain outstanding or unclaimed for a period of six months will be swept to a scholarship account. Please review our Holding Account report (click [here](#)) and submit any claims for deposits to [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu) by the specified deadline.

**Sept. 6, 2021**

- FY 2021 **contract revenue** accruals must be entered into the Contracting/Accounts Receivable System.
- FY 2021 FiTS transactions (cost transfers (CTs), interdepartmental vouchers (IVs), internal purchase funding transfers (IPFTs), and revenue transfers (RTs) must be entered and approved by department approvers.

The scheduled day for closing our ledger for the 2021 fiscal year is Sept. 10, 2021.

**For further information on year-end guidelines, please refer to TTUHSCEP O.P. 50.30 (click [here](#)).**

Any further questions, please contact us at [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu).



**F**inance Systems Management would like to welcome our newest staff member, Lead Analyst Alejandra Garcia. Alejandra will be our fixed-asset accountant and will be handling all property inventory related questions.

## Finance Systems Management: Raquel Diaz-Jaquez, Director



### Friday, Sept. 10, 2021

- The August 2021 accounting period (12, FY2021) in Banner will close at the end of the day Sept. 10, 2021. An accrual period for FY2021 will remain open for a period of time after that date. Any entries made during the accrual period will require approval from Accounting Services.

### Saturday, Sept. 11, 2021

- The FY 2021 roll to FY 2022 will take place Sept. 11, 2021. All financial systems will be closed to transaction processing from Friday evening through Sunday morning. Cognos will be available for reports and will reflect August balances.

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

**A**pplications Development would like to welcome our newest staff member, Programmer III Jesus Macias. Jesus will be working on maintaining and developing current and new systems for Business Affairs.





**Update on Endowment Spendable Funds**

**NEW UPDATE**

The [Texas Tech University System Regulation 01.08](#) was updated this past April to include an important process. By March 1 of every year, an annual monitoring report will be prepared by the IA Compliance and Stewardship Office listing all funds with excessive carryover balances as of Jan. 31 (Endowment spendable fund balance greater than two years' worth of distributions and greater than \$1,000). This report will be reviewed by the CFO and TTUSA (Texas Tech University System Administration).

**Why is this important for your department?**

Spendable funds with excessive carryover balances will be subject to reinvestment into the endowment corpus. All departments responsible for a spending fund with an excessive carryover balance will be asked to adjust the spending level and/or complete the [Spending Policy Exception Form](#) for review by the TTUSA CFO, vice chancellor for Institutional Advancement and the university president. Once the review is completed, a final recommendation will be made by June 1 on funds needing reinvestment.

Link to [Texas Tech University System Regulation 01.08](#)

Link to [Spending Policy Exception Form](#)

For additional assistance, contact [grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu).

**CONGRATULATIONS**



**C**ontracts and Grants Accounting congratulates Karina Rodriguez on her promotion to Chief Analyst.

**WELCOME  
TO THE TEAM!**



**W**e would like to welcome Daniel De Leon, who has joined the Vendor Team as an Analyst II. Daniel's responsibilities will include maintenance of accurate vendor records within our systems and support fraud prevention by analyzing changes to their records.

**GUESS WHO**



See answer on page 8.

## Payment Services: Lupe Alvara, Director

Travelers must ensure that their travel complies with applicable policies and rules. It is your responsibility as a TTUHSC El Paso employee to read and understand the policies.

Visit: [TTUHSC El Paso Operating Policies](#) and [TexTravel](#)

### Travel by Prospective Employees:

- Must travel using the most cost-effective method.
- Should be informed of car rental guidelines. Prospective employees are reimbursed in the same manner as TTUHSC El Paso employees.
- Airfare may be requested by using the Business Travel Account (BTA).
- If using state funds, state limitations must be followed as stated in [HSCEP OP 79.06](#).
- Refer to [HSCEP OP 79.07](#), Travel Expenses Incurred by Prospective Employees.

### Vehicle Rental:

- The most cost-effective method of transportation available should be selected.
- The state maintains rental car agency contracts which should be given priority unless a lower rate is available from another agency.
- Avis, Budget, National, Enterprise and Hertz are the approved contract vendors. Go to the Payment Services [Helpful Links](#) page for links and TTUHSC El Paso identifiers needed to rent vehicles through the contracted car rental vendors. You may also visit the [State Comptroller's](#) website for car rental contract information.
- If none of the contracted vendors were utilized for the traveler's rental vehicle, attach the [Exceptions for Use of Contract Travel Services](#) document indicating why the traveler utilized a different vendor. **If no exceptions apply, the reimbursement amount will be reduced to the approximate cost of a rental vehicle through one of the approved vendors.**
- TTUHSC El Paso will reimburse up to a full-sized vehicle. If a larger vehicle class is rented, indicate the business reason for the upgrade. If the larger vehicle class was a preference of the traveler, the reimbursement amount must be reduced to the cost of a full-sized vehicle.
- Fuel Service Option is reimbursable and must be included in the total cost of the rental car.
- **DO NOT** allocate to the "Other" Expense Category when submitting the travel voucher.
- Additional insurance/optional services through the contracted vendors are not reimbursable. The contracted daily rate includes the necessary insurance.

### Mileage Incurred with Personal Vehicle (travel > 100 miles to destination):

- Reimbursement will be the lesser of: (1) the standard rate times miles traveled or (2) the rental of an automobile plus allowance for gas.
- The [Mileage Calculator](#) worksheet must be completed and attached as supporting documentation.
- Attach a copy of the MapQuest showing the shortest distance to destination.

### Helpful Tools:

[Travel Policies and Procedures](#)

[Reference Material](#)

[Helpful Links](#)

[Forms](#)

Contact the travel office at [travelep@ttuhsc.edu](mailto:travelep@ttuhsc.edu).

**Purchasing: Lillian Guerrero, Director**

## Purchasing Bid Limits

If your department is looking to acquire new services/goods, please review [HSCEP OP 72.01 Purchasing Supplies, Equipment and Services](#). If you are purchasing hardware, software, licenses, or equipment that will be connected to our servers, it is critical that IT approval is obtained. Below are the updated bid limits for our institution.


|   |   |
|---|---|
| \$0 - \$15,000.00<br>No Bid Required              | <ul style="list-style-type: none"><li>• The Federal Funds Micro-Purchase Threshold (MPT) for TTUHSC EP has been increased to \$15,000 in accordance with State of Texas Gov't Code 51.9355(g).</li><li>• Use vendor of choice, unless otherwise directed by the Purchasing Department. Departments are encouraged to use contracted vendors to practice good faith to award based on best value.</li></ul>  |
| \$15,000.01 – \$50,000.00<br>Informal Bid Process | <ul style="list-style-type: none"><li>• Three (3) responsive written quotes with a minimum of two (2) certified HUB businesses (minority-owned or female owned) required unless the Proprietary Purchase Justification form is attached to requisition and approved by the Purchasing Department.</li><li>• Departments are encouraged to practice good faith and award based on best value.</li><li>• The Purchasing Department can assist the department to comply.</li></ul> |
| \$50,000.01 and Higher<br>Formal Bid Process      | <ul style="list-style-type: none"><li>• The formal solicitation process is completed by the Purchasing Department.</li><li>• Department assistance is required.</li><li>• All formal solicitations are posted on the Electronic State Business Daily (ESBD) by the Purchasing Department.</li></ul>   |

If you need help identifying if a vendor is under contract, please visit [Co-OP Contract](#) or contact the purchasing team at [PurchasingElp@ttuhsc.edu](mailto:PurchasingElp@ttuhsc.edu).

## Training

The purchasing and accounts payable team host a monthly training. The training is held the second Tuesday of every month. If you want to refresh your skills or have new personnel, please sign up at the link below under the [Resources and Technology section](#).

## Signature Authority



It is the policy ([HSCEP OP 10.11 Delegation of Authority by the President](#)) of the president to delegate specified authority to selected administrators in order to facilitate the management of TTUHSC El Paso while still retaining the overall responsibility and accountability vested in the president by the chancellor and the Board of Regents. If you have a service/good agreement that is requiring signature, please submit via the contracting system, [ASC Contracting System](#). The contracting team will ensure the proper review team has approved the agreement and ensure proper signature.

If you need any assistance submitting a contract, please email the contracting team at [ELPContractDept@ttuhs.edu](mailto:ELPContractDept@ttuhs.edu).



## Holiday Events

As we approach the holiday season, the institution is requesting that departments hold off on planning holiday events. Since these events require signed agreements and monetary deposits that we may not be able to recover, the institution would like to remain cautious and avoid creating obligations for holiday events.

## Request to Serve Alcohol at an Event

A sponsored event is any event paid or reimbursed from either TTUHSC El Paso or externally provided funds. Alcoholic beverages may be served on campus/off campus at appropriate events and functions with the prior written approval of the president or designee, thirty (30) days prior to the event.

If your department will be requesting to service alcohol, please ensure to include the following in your packet:

- [Alcohol Request Letter Template](#)
- [Pre-Approval Form for Official Functions](#)
- Vendor's Texas Alcoholic Beverage Commission (TABC) license
- [Vendors Certificate of Insurance \(COI\)](#)
- Quote
- Agreement

Please send completed packet via interoffice mail to Purchasing MSC 51010.



**If you guessed Liliana Guerrero,  
you are correct!**



JOIN US  
TO CELEBRATE A

# Retirement



IN HONOR OF

## Sue Fuciarelli

Business Affairs congratulates you on this new phase of your life.  
May all your hopes and plans come true!



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