TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

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
    - http://elpaso.ttuhsc.edu/fiscal/businessaffairs/2019-year-end-deadlines-and-processes.aspx

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.
  - http://elpaso.ttuhsc.edu/opp/opp-latest-updates.aspx

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

Travel Notice Airbnb

- 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.

WELCOME TO TECHBUY!

Please email questions or problems to:

HSCEP staff support please email: purchasingelp@ttuhsc.edu.
Or

Call TTUHSC at El Paso Purchasing 915-215-6465

General Announcement to All TechBuy Approvers
Do you have a question about how to complete a form for a particular purchase? Is there a TechBuy Job Aid for what you are needing to purchase?

Link: TechBuy Job Aids

TTUHSC at El Paso Purchasing
PurchasingELP@ttuhsc.edu

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.ttuhsc.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.ttuhsc.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.

General Services
Quarterly Updates

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.