TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Business Affairs

Tracking expenditure related to COVID-19

Governor Greg Abbott has issued a proclamation declaring a state of disaster related to the Coronavirus (COVID-19). With this proclamation Business Affairs has created an Organization Code (203040-Emergency Preparedness) to capture TTUHSC El Paso's costs for COVID-19 emergency preparedness. Please read the following guidelines for capturing expenditures that your department has incurred in response to the COVID-19 virus.

Please note that expenses, or any portion thereof, that have been refunded by the vendor or where delivery of the good or service has been delayed should not be included in this process.

Funding:

Departments will use their existing funds by creating a new FOP using the process below. Departments should exhaust all available funding sources by using their existing funds and fund balances. If a department has no other means of payment, the department head or department administrator can request financial assistance by sending an email with the subject line "COVID-19 Emergency Funding" to Jessica Fisher, Executive Director, at Jessica.Fisher@ttuhsc.edu, cc: Veronica Salazar Veronica.salazar@ttuhsc.edu.

How to process:
1. Use Organization Code 203040-Emergency Preparedness with your existing Fund and Program numbers to create a new FOP.
2. Establish a budget for the expenditures by processing an Option 1 budget revision using the budget revision system. You will reduce an expenditure code on your existing Fund/Orgn/Program combination and increase an expenditure code on your new FOP.
3. For payroll expenses, wait until the pay period has been paid out, then process a labor redistribution to the new FOP using the LRD system.
4. Existing costs should be cost transferred to the new FOP using the FITS system.
5. For encumbered expenses, wait until the expense has been paid out, then process a cost transfer to the new FOP using the FITS system.
6. New transactions should be expensed directly on the new FOP using either Techbuy or the PCard allocation.

What to include:

Labor expenses,

- For budgeted employees, only overtime is considered
- For unbudgeted or reassigned employees performing emergency work, both straight-time and overtime are considered

Cancelled travel expenses that are not reimbursable, such as,

- Airfare
- Meeting registrations
- Abstract fees
- Poster printing fees
- Pre-paid hotel expenses
- Other justifiable travel related expenses

Supplies, such as,

- Cleaning supplies
- Sanitizer
- Items purchased for cancelled conferences, meetings, or seminars
- Other justifiable supplies

Service Requests (housekeeping), such as,

- Unscheduled / deep cleaning of spaces
- Other justifiable service requests

Information Technology related expenses, such as,

- Hardware for remote use (should this become a requirement)
- Software for online learning
- Other justifiable IT expenses

The Texas Department of Emergency Management has developed a short video with additional information regarding why we are tracking these expenditures and what types of expenditures may be appropriate to track.

- https://vimeo.com/396787483/e6e692cf27

For any questions, please email BusinessAffairsElp@ttuhsc.edu.