



## El Paso Document Prefixes

| Document Prefix | Description                         | Contacts   |
|-----------------|-------------------------------------|--|
| AA              | Interest Allocation                 | <a href="mailto:fsm@ttuhsc.edu">fsm@ttuhsc.edu</a>                                   |
| AC              | AR Rec Def Rev Prepaid Exp JVs      | <a href="mailto:sbselp@ttuhsc.edu">sbselp@ttuhsc.edu</a>                             |
| AD              | Institutional Adv Deposits          | <a href="mailto:ia.financial@ttu.edu">ia.financial@ttu.edu</a>                       |
| AG              | Institutional Adv Online Give       | <a href="mailto:ia.financial@ttu.edu">ia.financial@ttu.edu</a>                       |
| AJ              | IA Journal Vouchers                 | <a href="mailto:ia@ttu.edu">ia@ttu.edu</a>   |
| AR              | Institutional Adv Revenue           | <a href="mailto:ia.financial@ttu.edu">ia.financial@ttu.edu</a>                       |
| BK              | Elp Budget Cash Transfers           | <a href="mailto:budgetelp@ttuhsc.edu">budgetelp@ttuhsc.edu</a>                       |
| BM              | Budget Office Payroll Enc Release   | <a href="mailto:budgetelp@ttuhsc.edu">budgetelp@ttuhsc.edu</a>                       |
| BP              | El Paso Budget Upload               | <a href="mailto:budgetelp@ttuhsc.edu">budgetelp@ttuhsc.edu</a>                       |
| BQ              | El Paso EPAF/LRD Interface          | <a href="mailto:budgetelp@ttuhsc.edu">budgetelp@ttuhsc.edu</a>                       |
| BU              | El Paso Budget Adjustments          | <a href="mailto:budgetelp@ttuhsc.edu">budgetelp@ttuhsc.edu</a>                       |
| BZ              | Budget Acct Pool Nightly Update     | <a href="mailto:budgetelp@ttuhsc.edu">budgetelp@ttuhsc.edu</a>                       |
| CI              | Elp FITS Entries                    | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>               |
| CK              | Elp CARE Payment                    | <a href="mailto:elp.financialaid@ttuhsc.edu">elp.financialaid@ttuhsc.edu</a>         |
| CP              | Elp PCard                           | <a href="mailto:paymentserviceselp@ttuhsc.edu">paymentserviceselp@ttuhsc.edu</a>     |
| CQ              | Elp PCard Sys Upload                | <a href="mailto:paymentserviceselp@ttuhsc.edu">paymentserviceselp@ttuhsc.edu</a>     |
| EC              | TTU Comm Svcs Encumbrance           | <a href="mailto:billingsupport.commsvcs@ttu.edu">billingsupport.commsvcs@ttu.edu</a> |
| ED              | TTU Communication Svcs Enc Mod      | <a href="mailto:billingsupport.commsvcs@ttu.edu">billingsupport.commsvcs@ttu.edu</a> |
| EI              | ELP General Encumbrances            | <a href="mailto:purchasingelp@ttuhsc.edu">purchasingelp@ttuhsc.edu</a>               |
| ER              | ELP Research Equip Repair Service   | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>               |
| EU              | ELP General Encumbrance Mod         | <a href="mailto:purchasingelp@ttuhsc.edu">purchasingelp@ttuhsc.edu</a>               |
| EV              | Travel Encumbrances                 | <a href="mailto:travelep@ttuhsc.edu">travelep@ttuhsc.edu</a>                         |
| EW              | Travel Encumbrance Liquidation      | <a href="mailto:travelep@ttuhsc.edu">travelep@ttuhsc.edu</a>                         |
| EY              | ELP General Encumbrance Liquidation | <a href="mailto:purchasingelp@ttuhsc.edu">purchasingelp@ttuhsc.edu</a>               |
| EZ              | Elp Encumbrance Change Request      | <a href="mailto:purchasingelp@ttuhsc.edu">purchasingelp@ttuhsc.edu</a>               |
| F0              | Banner Interface Documents          | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>               |
| G0              | Grant Indirect Cost Calculation JV  | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>               |
| I0              | Banner Gateway Invoice              | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a>     |
| I0              | Travel Invoice                      | <a href="mailto:travelep@ttuhsc.edu">travelep@ttuhsc.edu</a>                         |
| IZ              | AP Invoice                          | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a>     |
| IO              | Elp MPIP Patient Refunds            | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>               |
| JA              | HSC Accounting Services             | <a href="mailto:hscacc@ttuhc.edu">hscacc@ttuhc.edu</a>                               |
| JB              | HSC Student Business Services       | <a href="mailto:sbs@ttuhsc.edu">sbs@ttuhsc.edu</a>                                   |
| JC              | HSC Acctg Services Cash Adjustments | <a href="mailto:hscacc@ttuhc.edu">hscacc@ttuhc.edu</a>                               |
| JV              | Travel JV                           | <a href="mailto:travelep@ttuhsc.edu">travelep@ttuhsc.edu</a>                         |

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|-----|------------------------------------|--|
| J5A | Institutional Advancement JVs      | <a href="mailto:ia.financial@ttu.edu">ia.financial@ttu.edu</a>                   |
| P0  | Purchase Orders                    | <a href="mailto:purchasingelp@ttuhsc.edu">purchasingelp@ttuhsc.edu</a>           |
| P1  | Purchase Orders                    | <a href="mailto:purchasingelp@ttuhsc.edu">purchasingelp@ttuhsc.edu</a>           |
| PA  | El Paso Fund Balance Checking      | <a href="mailto:fsm@ttuhsc.edu">fsm@ttuhsc.edu</a>                               |
| PF  | Payroll State Fringe Adjustment    | <a href="mailto:hscacc@ttuhc.edu">hscacc@ttuhc.edu</a>                           |
| PY  | TechPAY Payroll Upload             | <a href="mailto:webmaster.payroll@ttu.edu">webmaster.payroll@ttu.edu</a>         |
| QA  | Elp Answering Service              | <a href="mailto:edna.rivas@ttuhsc.edu">edna.rivas@ttuhsc.edu</a>                 |
| QB  | Elp Genomics Core                  | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>           |
| QD  | Elp Vehicle Rental                 | <a href="mailto:FleetElp@ttuhsc.edu">FleetElp@ttuhsc.edu</a>                     |
| QE  | Elp Safety Svcs Biomed             | <a href="mailto:martha.quezada@ttuhsc.edu">martha.quezada@ttuhsc.edu</a>         |
| QF  | Elp Histology Core Center          | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>           |
| QG  | Elp Facilities Development         | <a href="mailto:lilia.abbud@ttuhsc.edu">lilia.abbud@ttuhsc.edu</a>               |
| QH  | Elp Warehouse/Space                | <a href="mailto:ana.m.alvarado@ttuhsc.edu">ana.m.alvarado@ttuhsc.edu</a>         |
| QJ  | Elp Health/Safety Laboratory       | <a href="mailto:maria.ramirez@ttuhsc.edu">maria.ramirez@ttuhsc.edu</a>           |
| QK  | Elp Machine Postage                | <a href="mailto:ana.m.alvarado@ttuhsc.edu">ana.m.alvarado@ttuhsc.edu</a>         |
| QL  | Elp LARC                           | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>           |
| QM  | Elp Pager Service                  | <a href="mailto:edna.rivas@ttuhsc.edu">edna.rivas@ttuhsc.edu</a>                 |
| QO  | Elp Copy Services                  | <a href="mailto:ana.m.alvarado@ttuhsc.edu">ana.m.alvarado@ttuhsc.edu</a>         |
| QP  | Elp General Services               | <a href="mailto:ana.m.alvarado@ttuhsc.edu">ana.m.alvarado@ttuhsc.edu</a>         |
| QQ  | Elp Freight                        | <a href="mailto:ana.m.alvarado@ttuhsc.edu">ana.m.alvarado@ttuhsc.edu</a>         |
| QR  | Elp Cytometry Core Lab             | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>           |
| QS  | Elp Proteomics Core Lab            | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>           |
| QT  | Elp ICP-MS Core Lab                | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>           |
| QU  | Elp Collection Agency Billing      | <a href="mailto:isabel.telles@ttuhsc.edu">isabel.telles@ttuhsc.edu</a>           |
| QV  | Elp Communication Svcs Encumbrance | <a href="mailto:dru.franco@ttu.edu">dru.franco@ttu.edu</a>                       |
| QW  | Elp Comm Svcs Encumbrance Mod      | <a href="mailto:dru.franco@ttu.edu">dru.franco@ttu.edu</a>                       |
| QX  | Elp Networking                     | <a href="mailto:edna.rivas@ttuhsc.edu">edna.rivas@ttuhsc.edu</a>                 |
| QY  | Elp Information Services           | <a href="mailto:edna.rivas@ttuhsc.edu">edna.rivas@ttuhsc.edu</a>                 |
| QZ  | Elp WAN Services                   | <a href="mailto:edna.rivas@ttuhsc.edu">edna.rivas@ttuhsc.edu</a>                 |
| RA  | Elp Accounting Services            | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>           |
| RB  | Elp General Cash Receipts          | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>           |
| RC  | Elp Acct Svcs Cash Adjustments     | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>           |
| RD  | Elp Contracting A/R                | <a href="mailto:elpcontractdept@ttuhsc.edu">elpcontractdept@ttuhsc.edu</a>       |
| RE  | Elp Student Business Services      | <a href="mailto:sbselp@ttuhsc.edu">sbselp@ttuhsc.edu</a>                         |
| RF  | Elp Cardinal Drug                  | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| RG  | Elp BECL Service                   | <a href="mailto:sergio.blanco@ttuhsc.edu">sergio.blanco@ttuhsc.edu</a>           |
| RH  | ELP FSM MISC JV                    | <a href="mailto:fsm@ttuhsc.edu">fsm@ttuhsc.edu</a>                               |
| RI  | Elp Fixed Asset Adjustments        | <a href="mailto:fsm@ttuhsc.edu">fsm@ttuhsc.edu</a>                               |
| RL  | ELP Library Services               | <a href="mailto:diane.c.nunez@ttuhsc.edu">diane.c.nunez@ttuhsc.edu</a>           |
| RM  | Elp MPIP Rev/Exp Distribution      | <a href="mailto:accountingelp@ttuhsc.edu">accountingelp@ttuhsc.edu</a>           |
| RP  | Elp Physical Plant Proj Mgt        | <a href="mailto:lilia.abbud@ttuhsc.edu">lilia.abbud@ttuhsc.edu</a>               |
| RQ  | Elp Ethanol Distribution Clearing  | <a href="mailto:lilia.abbud@ttuhsc.edu">lilia.abbud@ttuhsc.edu</a>               |
| RT  | Elp HSC Parking Services           | <a href="mailto:parkingelp@ttuhsc.edu">parkingelp@ttuhsc.edu</a>                 |

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| RV | Elp Communication Srvcs Expense IV | <a href="mailto:dru.franco@ttu.edu">dru.franco@ttu.edu</a>                       |
| RW | Elp Swift Card Program             | <a href="mailto:paymentserviceselp@ttuhsc.edu">paymentserviceselp@ttuhsc.edu</a> |
| RX | Elp Instrument Transportation Svcs | <a href="mailto:ana.m.alvarado@ttuhsc.edu">ana.m.alvarado@ttuhsc.edu</a>         |
| SB | Elp SBS Manual Check Invoice       | <a href="mailto:sbselp@ttuhsc.edu">sbselp@ttuhsc.edu</a>                         |
| SC | Cash Investments                   | <a href="mailto:sitif@ttu.edu">sitif@ttu.edu</a>                                 |
| S0 | Student Refund Invoices            | <a href="mailto:sbselp@ttuhsc.edu">sbselp@ttuhsc.edu</a>                         |
| TA | TTU Accounts Receivable            | <a href="mailto:darlinda.gwinn@ttu.edu">darlinda.gwinn@ttu.edu</a>               |
| TC | TTU Cash Receipt                   | <a href="mailto:darlinda.gwinn@ttu.edu">darlinda.gwinn@ttu.edu</a>               |
| TJ | TTU Accounting Services JV Entry   | <a href="mailto:accountingservices@ttu.edu">accountingservices@ttu.edu</a>       |
| TP | Payroll Journal Voucher            | <a href="mailto:webmaster.payroll@ttu.edu">webmaster.payroll@ttu.edu</a>         |
| UC | Treasury & Cash Management JV      | <a href="mailto:sitif@ttu.edu">sitif@ttu.edu</a>                                 |
| UD | TTUS Treasury & Cash Mgmt Debt     | <a href="mailto:sitif@ttu.edu">sitif@ttu.edu</a>                                 |
| UG | FPC Cost Transfers                 | <a href="mailto:fpc.payables@ttu.edu">fpc.payables@ttu.edu</a>                   |
| UJ | TTUS FPC Encumbrances              | <a href="mailto:fpc.payables@ttu.edu">fpc.payables@ttu.edu</a>                   |
| UK | TTUS FPC Encumbrance Modification  | <a href="mailto:fpc.payables@ttu.edu">fpc.payables@ttu.edu</a>                   |
| V8 | eInvoices (TechBuy)                | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| V9 | eInvoices (TechBuy)                | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| WH | AP Wire Transfers Out              | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| *0 | Purchase Order Open/Close          | <a href="mailto:purchasingelp@ttuhsc.edu">purchasingelp@ttuhsc.edu</a>           |

## Check Number Prefixes

Note: Check Numbers beginning with an alpha character are state bank checks and are not issued out of our local bank. State bank checks are paid from HSC Elp Funds held in treasury with the State Comptroller's Office and are issued out of their bank.

| Document Prefix | Description                         | Contacts   |
|-----------------|-------------------------------------|--|
| !0              | Direct Deposit                      | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| ^               | Single Use Account                  | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| 40              | Elp JPMC Student AR                 | <a href="mailto:sbselp@ttuhsc.edu">sbselp@ttuhsc.edu</a>                         |
| 48              | HSC El Paso Patient Refunds         | <a href="mailto:isabel.telles@ttuhsc.edu">isabel.telles@ttuhsc.edu</a>           |
| 49              | HSC El Paso JPMC Op Disbursement    | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| 81              | Elp JPMC Revolving                  | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| A6              | Elp Permanent Hlth Funds UTIMCO 810 | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| B6              | Elp Permanent Hlth Fnds El Paso 820 | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| D6              | Elp General Purpose 0294            | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| E6              | Elp OASI Matching 0294              | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| F6              | Elp TRS Proportional 0294           | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| G6              | Elp ORP Proportional 0294           | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| H6              | Elp Unappropriated 0294             | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| P6              | Elp General Purpose 0001            | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| Q6              | Elp OASI Matching 0001              | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| R6              | Elp ORP Matching 0001               | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| S6              | Elp Primary Care Innovation Program | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| T6              | Elp HEF 0001                        | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| U6              | Elp Hazlewood Mil/Vet Exempt 210    | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| V6              | Elp THECB TCMHCC 001                | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| W6              | Elp Suppl Perf Bsd Hlth 001         | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| X6              | Elp Fam Prac-Rural/Pub Hlth Rot 001 | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| Y6              | Elp Suppl Comp Cancer Center 001    | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |
| Z6              | Elp Hazlewood Reimb RHE 001         | <a href="mailto:accountspayableelp@ttuhsc.edu">accountspayableelp@ttuhsc.edu</a> |