



El Paso Document Prefixes

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

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

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

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	accountspayableelp@ttuhsc.edu
^	Single Use Account	accountspayableelp@ttuhsc.edu
40	Elp JPMC Student AR	sbselp@ttuhsc.edu
48	HSC El Paso Patient Refunds	isabel.telles@ttuhsc.edu
49	HSC El Paso JPMC Op Disbursement	accountspayableelp@ttuhsc.edu
81	Elp JPMC Revolving	accountspayableelp@ttuhsc.edu
A6	Elp Permanent Hlth Funds UTIMCO 810	accountspayableelp@ttuhsc.edu
B6	Elp Permanent Hlth Fnds El Paso 820	accountspayableelp@ttuhsc.edu
D6	Elp General Purpose 0294	accountspayableelp@ttuhsc.edu
E6	Elp OASI Matching 0294	accountspayableelp@ttuhsc.edu
F6	Elp TRS Proportional 0294	accountspayableelp@ttuhsc.edu
G6	Elp ORP Proportional 0294	accountspayableelp@ttuhsc.edu
H6	Elp Unappropriated 0294	accountspayableelp@ttuhsc.edu
P6	Elp General Purpose 0001	accountspayableelp@ttuhsc.edu
Q6	Elp OASI Matching 0001	accountspayableelp@ttuhsc.edu
R6	Elp ORP Matching 0001	accountspayableelp@ttuhsc.edu
S6	Elp Primary Care Innovation Program	accountspayableelp@ttuhsc.edu
T6	Elp HEF 0001	accountspayableelp@ttuhsc.edu
U6	Elp Hazlewood Mil/Vet Exempt 210	accountspayableelp@ttuhsc.edu
V6	Elp THECB TCMHCC 001	accountspayableelp@ttuhsc.edu
W6	Elp THECB Grad Med Ed HB2550 001	accountspayableelp@ttuhsc.edu
X6	Elp Fam Prac-Rural/Pub Hlth Rot 001	accountspayableelp@ttuhsc.edu
Y6	Elp Prof Nurs Shortage Red Prg 001	accountspayableelp@ttuhsc.edu
Z6	Elp Hazlewood Reimb RHE 001	accountspayableelp@ttuhsc.edu