

# TTUHSC DIRECT PAY SYSTEM UPDATE

June 04, 2014

## **TTUHSC DIRECT PAY FORMS IN TECHBUY**

### **AWARDS, PRIZES AND GIFTS**

The Awards, Prizes and Gifts form is now available in TechBuy.

### **EFFECTIVE WEDNESDAY JUNE 4TH** (unless listed below\*\*)

All TTUHSC Direct Pay expenditures must be processed through TechBuy using the appropriate TTUHSC Direct Pay Form. Payment Services will reject all transactions processed through the "old" Direct Pay System with a transaction date of June 4 or later. Departments will have to re-enter the request in TechBuy using the TTUHSC Direct Pay Form.

The following categories will continue to use the "old" Direct Pay System".

- \*\* Correctional Health Care
- \*\* MPIP Patient Refunds
- \*\* Patient Study/Participants

## **TRAINING**

**If you did not attend the scheduled training sessions, visit the Direct Pay site for pertinent information by clicking on:** [F & A Work Tools](#) tab > [Accounts Payable](#) > [Direct Pay Home](#) > [Documents](#) to review the following documents:

- [Guidelines for Use of TTUHSC Direct Pay Forms in TechBuy](#)
- [Tips for the Product Description Field in the TTUHSC Direct Pay Form](#)

### **TTUHSC Direct Pay Forms**

Accreditation Certification-Exam Fees	Magazine/Journal Subscriptions
Advertising	Membership Dues
Awards, Prizes and Gifts	Postage
Donations to Charitable Organizations	Professional License
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Legal Expenditures	Utilities



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