

TTUHSC DIRECT PAY UPDATE

June 05, 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 until further notice.

- ** 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](#)

DIRECT PAY FORMS

- Accreditation Certification-Exam Fees
- Advertising
- Awards, Prizes and Gifts
- Donations to Charitable Organizations
- Employee Reimbursement
- Food & Entertainment
- Legal Expenditures
- Lodging-Direct Bill for Non-Employees
- Magazine/Journal Subscriptions
- Membership Dues
- Postage
- Professional License Fees
- Registration Fees
- Sponsorships
- Utilities
- Water/Services and Coffee/Soft Drinks



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu