

# Business Affairs NEWSLETTER

**MAY 2023**



This quarter, we feature **Karina Rodriguez** in the Employee Spotlight.

## **DEPARTMENTS:**

- Accounting Services
- Budget Office
- Contracts and Grants Accounting
- Finance Systems Management
- General Services
- Payment Services
- Purchasing Office
- Student Business Services

## **IN THIS ISSUE:**

- FY24 Budget Prep
- Endorsement Stamps
- Property Inventory Transfers
- Cash Fund Control Plan
- Fund Termination
- CPRIT Reimbursement of Travel Expenses
- Encumbrances
- Chrome River Travel
- Business Travel Responsibilities



**TTUHSC EL PASO**

Texas Tech University Health Sciences Center El Paso

# EMPLOYEE SPOTLIGHT!

## KARINA RODRIGUEZ

### CHIEF ANALYST CONTRACTS AND GRANTS ACCOUNTING

**1. What is your role at Texas Tech University Health Sciences Center El Paso?** As the Chief Analyst in Contracts and Grants Accounting, I supervise restricted funds, including private and state funds. I also provide overall support in administering contracts, grants or any other type of restricted funding.

**2. Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had?** I've had a lot of jobs, but the job I enjoyed the most was being a photographer for the UTEP newspaper. I got to photograph President Obama, ride on a helicopter, and go to multiple athletic events as part of the job.

**3. What is your favorite thing to do in El Paso?** My favorite thing to do in El Paso is hike in the Franklin Mountains.

**4. Do you have a favorite quote?** One of my favorite quotes is "You are exactly where you need to be."

**5. Favorite travel spot?** I still have a lot of places to visit, but so far Chiapas has been one of my favorite places.

**6. If Hollywood made a movie about your life, who would you like to see cast as you?** I would love for Reese Witherspoon to be cast as me. She always chooses movies with strong female characters.

**7. What TV show/movie are you ashamed to admit you love?** I love "Bob's Burgers".

**8. What would be the title of your autobiography?** Probably something cheesy, like "Living Life to the Fullest."

**9. Where do you see yourself in five years?** I have many aspirations for these coming years. Aside from wanting to continue to grow professionally, I hope to have my masters degree by then and complete my first half Ironman.

**10. You're happiest when?** I'm the happiest when I'm outdoors, and if I can be surrounded by my loved ones at the same time, even better.



**BUDGET OFFICE:**  
**VINCE LANTICAN, DIRECTOR**

Friendly reminders as you wrap up your FY24 budgets:



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**01**

Merits for eligible staff have been entered in salary planner.

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**02**

Fringe and longevity budgets are sufficient.

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**03**

When using endowments to fund salaries, please check [HSCEP OP 02.08 - Operation and Maintenance of Endowment Funds](#) for guidelines and required approvals.

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**04**

**Budget Prep Important Dates:**

**May 22** – Budget Prep System locked for Budget Office reviews; please email your budget templates to the Budget Office.

**June 7** – All PASS requests should be at the HR Comp level by this deadline.

As we approach the end of FY23, please note available budgets on non-salary budget account codes on E&G funds will be swept starting in **July**. Please plan accordingly and encumber funds for purchase orders in a timely manner.

All budget-related questions should be directed to [budgetelp@ttuhsc.edu](mailto:budgetelp@ttuhsc.edu).

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## STUDENT BUSINESS SERVICES: CYNTHIA FLORES, DIRECTOR



## ENDORSEMENT STAMPS

It's that time again, for the annual verification of endorsement stamps in accordance with [HSCEP OP 50.10](#). By now, all cash fund custodians should have received an email with instructions and the link to the electronic form needed to complete the verification process. We ask that you submit your verification by **May 31, 2023**.

## REMINDERS:

If at any time throughout the year there is a change to the cash fund custodian, please notify Student Business Services (SBS) so that we may update our records.

- Endorsement stamps are issued through the Office of Student Business Services **only**, and under no circumstances should a department obtain an endorsement stamp by any other means.
- Checks must be stamped with a restrictive endorsement stamp immediately upon receipt.
- Worn stamps should be replaced through a request made to the Office of Student Business Services.
- Lost endorsement stamps must be reported to the Office of Student Business Services immediately upon determination that the location of the endorsement stamp is unknown.

Questions? Contact our office at [EndorsementStampselp@ttuhsc.edu](mailto:EndorsementStampselp@ttuhsc.edu).

# WELCOME TO OUR TEAM!

Student Business Services is pleased to welcome **Erica Reyes** to the team!

Erica joined SBS on April 1. Erica previously worked at NMSU for seven years in various capacities including contracts and grants, the NMSU Foundation, and facilities services.

Erica's prior finance, banking and cash handling experience is of value in her new role overseeing the cash receipt system, and all cash receipting for the university.



Cash receipt questions can be directed to Erica at [cashreceiptsel@ttuhsc.edu](mailto:cashreceiptsel@ttuhsc.edu).

## NEW LOCATION?

**TTUHSC EL PASO**  
CAMPUS MAP

To ensure your mail is not delayed and reaches you at a new location, please notify Mail Services of your new location **promptly**.  
Email [mailroomelp@ttuhsc.edu](mailto:mailroomelp@ttuhsc.edu) or call **215-4401**.

## GENERAL SERVICES: ANA ALVARADO



Please make sure you notify Mail Services if your department is moving to a new location.

Contact our office at [mailroomelp@ttuhsc.edu](mailto:mailroomelp@ttuhsc.edu).



## FINANCE SYSTEMS MANAGEMENT: RAQUEL DIAZ-JAQUEZ, DIRECTOR

We are happy to announce the Annual Property Inventory Certification for FY23 has been completed! The ability to transfer assets via the Property Inventory system has now been reopened. Before you begin to transfer any assets, please review the transfer checklist below.

### Transfer Surplus Checklist:

1

HSCEP OP 63.11, Attachment A must be filled out and completed with all signatures. Any computing device such as desktop computers, laptops, tablets, printers, servers, external drives, and any other potential device that stores data must follow the Surplus for Computing Device process.

**Note:** Serial numbers on tagged items should match to the records indicated in the Property Inventory System. If the serial number does not match, the transfer will be **rejected**, and the department will need to contact Property Management at [baelp-asset.accounting@ttuhsc.edu](mailto:baelp-asset.accounting@ttuhsc.edu) to request the serial number be updated. Documentation will need to be provided to the Property Management Office.

2

Initiate the transfer of the tagged asset to Surplus via the Property Inventory System. If not transferred, the department will be held responsible for the equipment until the transferee accepts the transfer. Always double-check that the transfer(s) have been completed. If not completed, the asset will remain under the department's inventory until the asset has been fully approved by transferee.

3

Check all tagged items being sent to Surplus are listed on the form. Complete a form for tagged items and a separate form for non-tagged items. Once completed, submit your forms to [surpluselp@ttuhsc.edu](mailto:surpluselp@ttuhsc.edu), including HSCEP OP 63.11, Attachment A. The Surplus department will review the forms submitted and will notify the department if a work order needs to be submitted.

For any questions regarding transfers to the Surplus department, contact [surpluselp@ttuhsc.edu](mailto:surpluselp@ttuhsc.edu).

## CONGRATULATIONS!

Accounting Services would like to congratulate **Octavio Bustillos** for his promotion to **Associate Managing Director** and **Giannino (Gino) Rodriguez** for his promotion to **Chief Analyst**.



## WAY TO GO!

## ANNOUNCEMENT:

The 2022 Annual Financial Report is now available on our website.



## ACCOUNTING SERVICES: OCTAVIO BUSTILLOS, DIRECTOR

The Cash Fund Control Plan (CFCP) updated form is due May 31, 2023, as required by [HSCEP OP 50.21](#) Cash (Change) Funds.

- Cash fund custodians and fund managers who are responsible for the petty cash fund issued to each department will be sent an email requesting an updated Cash Fund Control Plan form.
- Failure to submit an updated CFCP in a timely manner will result in the denial of additional cash funds for the cash fund custodian and department and/or termination of existing cash funds.
- For additional information regarding the annual submission of cash fund control plans, please refer to [HSCEP OP 50.21](#).
- This year, a new form of submittal will go live. It is an electronic form.
  - Who should be the originator of the form (to complete it)? Cash fund custodian or fund manager.
  - How many forms should be completed? One form per safe location.
  - How to complete the form?
- Click on the [Cash Fund Control Plan Form \(CFCP\)](#).

Please contact Accounting Services at [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu) if you have any questions.

## WELCOME TO OUR TEAM!

Accounting Services would like to welcome **Monica Baca** to our team. Monica will oversee Service funds and Plant funds.

We're happy to have you on board!!



## Need to terminate a fund?

Below are steps to follow when submitting the Fund Termination Request:

Fund managers' responsibility over their funds includes monitoring whether a fund is no longer used, has expired, or no longer serves its original purpose. Please submit a Terminate Fund Request through the [Finance Fund Maintenance System](#) if any of these occur.

- 1 Review all activity and verify compliance with State law, institutional policies, fund restrictions, and expenditure restrictions. If necessary, submit applicable cost transfers and verify all coding is accurate.
- 2 Once all activity is accurate, navigate to the Finance Fund Maintenance System, under the common task sections, select "Terminate Fund".
- 3 Type in the fund name or number to search for the fund that will be terminated.
- 4 Verify all items are checked and have an answer of "Yes" under the Check Termination Items. The fund termination will not be allowed to be submitted if any questions have a "No" answer.
- 5 Address all items with a "No" answer. e.g., close all payroll and non-payroll encumbrances and verify fund balance is zero.
- 6 Attach supporting documentation that justifies terminating the fund.
- 7 The comments section allows for additional information to be added.
- 8 Submit for approvals.

For a complete guide, see our [Finance Fund Maintenance Training](#). Please contact Accounting Services at [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu) if you have any questions.

CONTRACTS AND GRANTS ACCOUNTING:  
GINA LOPEZ, DIRECTOR

YEAR-END  
REMINDERS



1

Review the activity on the fund throughout the project period to ensure expenses comply with the sponsoring agency and TTUHSC El Paso policies and guidelines. Refer to [HSCEP OP 65.03, Sponsored Program Fund Management](#).

2

Check if the open encumbrances are still valid. If the open encumbrances are not valid, submit a request to close them through the [PO/Encumbrance Change Request System](#). Remember that the services or goods must be received before the sponsored program end date for them to be an allowable expense.

3

Make sure that the labor has been allocated to the grant or contract. If labor is pending, submit labor redistributions through the [Labor Redistribution System](#). Labor redistributions for prior fiscal years will not be processed on the following fiscal years; therefore, it is important to review if all the labor has been allocated to a sponsored program.

4

Fund managers of sponsored programs and departmental effort coordinators should periodically review the effort allocated to restricted funds AND cost-share funds. This review can be accomplished by reviewing available Cognos reports, such as the Payroll History report and the Payroll Distribution report, and reviewing the effort statements compiled throughout each quarter in [ecrt](#).

5

If a grant or contract is ending by fiscal year-end, and it will get extended or a no-cost extension will be requested, it's now time to start working on getting an amendment.



## CPRIT Reimbursement of Travel Expense

TTUHSC El Paso travel policy [HSCEP OP 79.06, Reimbursement of Travel Expenses](#) applies to all employee travel reimbursements. Here are some additional points to consider when seeking reimbursement for travel expenses under **CPRIT grants**.

- Travel expenses reimbursed by CPRIT are generally considered to be transportation, lodging, meals, and related expenses incurred by employees of the organization while performing duties **relevant to the grant**.
- Travel expenses should correlate to personnel listed on the Personnel Level of Effort (PLOE) on [CPRIT Grants Management System website](#).
- All travel expense reports should include an attachment of the U.S. General Services Administration ([GSA](#)) [rate printout](#) for the travel location(s) ZIP code.
- For overnight travel, employee's meals and lodging expenses are reimbursed under CPRIT grants up to the maximum rate allowed by GSA.
- CPRIT will **not** reimburse a grantee for meal expenses incurred during **non-overnight travel**.
- If a traveler claims less than the maximum meal reimbursement rate, the amount of the reduction can be used to increase the maximum lodging reimbursement rate. This will have to be **noted on the expense report**.
- If there is more than one meal on receipt, only one meal can be requested for reimbursement under the CPRIT grant and must clearly identify what food and/or beverage is.
- Tips and alcohol are **unallowable** under CPRIT grants.
- If lodging exceeds the maximum lodging reimbursement rate, a **prorated calculation** for hotel room rates and the hotel room taxes must be included on the expense report indicating the amount charged to the CPRIT grant.

- For mileage expenses, documentation must be supported by a **detailed record** of actual point-to-point mileage with odometer readings or copies of mapping website mileage also displaying point-to-point miles, with a separate map between each destination.
- For incidental expenses such as toll fees, gas expenses, etc., **itemized receipts** are required.
- International travel is allowable only with CPRIT's pre-approval and up to the maximum rate allowed by the U.S. Department of State rate as published on the [U.S. Department of State webpage](#).
- The CPRIT policies and procedures guide can be found [here](#).

For questions, please contact us at [grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu).

## PCARD DEVIATION



In accordance with [HSCEP OP 72.15, Purchasing Card Program](#), if the purchase of a prohibited item needs to be made with the purchasing card, approval from Purchasing is required.

The Request for a PCard Deviation form must be submitted along with any documentation justifying the deviation to the Purchasing department for approval. Remember to include this form and any supporting documentation when you submit your PCard documents at the end of each billing cycle to Payment Services.

[Editable request for PCard Deviation form.](#)

## PURCHASING: PAT MYERS, DIRECTOR

Don't wait to review your encumbrances until year-end! Generate your Cognos Encumbrance reports now. Follow the path in Cognos: TEAM Content, HSC El Paso Finance, [Encumbrances, Invoices and Checks](#).

### ENCUMBRANCES

1.

For open encumbrances with no payment activity, please confirm the following:

- Have all goods/services been received? If **yes**, please complete a receipt in TechBuy.
- Have all invoices been received? If no, please contact the vendor to ensure all invoices are being sent to Accounts Payable El Paso at: [accountspayableelp@ttuhsc.edu](mailto:accountspayableelp@ttuhsc.edu).

2.

For encumbrances that have been paid in full and have a zero balance, please submit a PO/Encumbrance Change Request to close PO.

3.

If you have an encumbrance balance and all items have been fully received, invoiced, and paid for, please submit a PO/Encumbrances Change Request to release the remaining funds.

4.

If you have an encumbrance balance and no future deliveries/services are expected, submit a PO/Encumbrance Change request to close PO.

The **PO/Encumbrance Change Request** system can be found through the “HSC Finance El Paso” tab located on the WebRaider website, Procurement Services section.

In accordance with **HSCEP OP 72.01, Purchasing Supplies, Equipment and Services**, purchase orders are not only a payment tool, but also set the terms and conditions for the purchase. A purchase order must be created prior to a commitment of funds. Purchase orders submitted after the commitment is made or after the goods or services are received will constitute a **non-compliant order**.

Procurement Services has no obligation to authorize payment for expenditures not made in compliance with TTUHSC El Paso operating policies, and financial responsibility for any such payment may become the personal liability of the employee who effected the improper procurement or transaction.

For questions, please contact the Purchasing Office at **[purchasingelp@ttuhsc.edu](mailto:purchasingelp@ttuhsc.edu)**.



## TECHBUY TRAINING

The Procurement Office is offering TechBuy training the second Wednesday of every month.

If you have any new staff or would like a refresher, please sign up. The training covers how to create a requisition, receipts, and how to submit your invoices for payment.

**JOIN US**

To sign up, please e-mail: **[purchasingelp@ttuhsc.edu](mailto:purchasingelp@ttuhsc.edu)**.



## IT PURCHASES

Contact the IT Help Desk for your next IT purchase. IT must review and approve all software and hardware purchases to ensure standardization of quality, compatibility, warranties and compliance. To expedite your IT approval, please include the [SysAid ticket](#) and quote to your requisition.

If your department has a new project, please visit the IT website at the Project Management Office. Please note, if you will be requesting a PCard deviation, the same process of IT approval is required.

For new furniture purchases, please contact Physical Plant at 915-215-4500 or submit a work order (WO) online. The WO will be reviewed by Engineering Services to ensure you are in compliance with [HSCEP OP 61.19 Furniture, Floorcovering, Window Treatments and Wallcovering](#) before submitting your requisition.

Please note all furniture requisitions will be routed to Physical Plant for approval.

## FURNITURE PURCHASES

## PAYMENT SERVICES:

### ANNETTE HINOJOS, DIRECTOR



Chrome River (CR) is TTUHSC El Paso's new travel expense management system designed to automate the travel reimbursement reconciliation process. This application will replace the current Travel System.

Chrome River will allow users to capture receipts and submit reports entirely electronically. Approvals for all reports will be routed automatically, and users can track the progress of their expense report as it moves through the approval stages. Approvers can review reports remotely and approve through email or application. Chrome River functionality integrates checks and balances against the University's travel compliance rules, and reviewing is easier and more transparent.



## HIGHLIGHTS!



### Single sign-on:

All employees with eRaider can log into Chrome River. No password reset or security questions. System is accessed through the Finance Portal, under Payment Services



### Pre-Approval and Expense Report:

The system will have the same functionality of an application and voucher but will now be known as a **Pre-Approval** and **Expense Report**.



## Paperless

CR SNAP App will allow the traveler to take a picture of their receipt, and it will load into their CR Dashboard.



## Electronic Routing

The final expense report will route to both the Supervisor and Fund Manager for approval and will allow the traveler to track their expense report.

# TRANSITION PLAN

The Payment Services team is currently working with a pilot group to receive feedback and ensure all processes are functioning. If you would like your team to volunteer, please contact the Travel team at [travelelp@ttuhsc.edu](mailto:travelelp@ttuhsc.edu) or Annette Hinojos at [annette.a.hinojos@ttuhsc.edu](mailto:annette.a.hinojos@ttuhsc.edu).

Announcement with the training schedule will be sent out; target dates will begin in May.

## WELCOME TO OUR TEAM!

The Payment Services team would like to welcome new Financial Analyst **Arisbet Hernandez**. Arisbet will be part of the Accounts Payable section.

We're happy to have her on board!



# BUSINESS TRAVELERS RESPONSIBILITIES

As we approach summer and travel begins to increase, we would like to remind all travelers of their responsibilities. A TTUHSC El Paso business traveler must ensure their travel complies with applicable policies and rules. TTUHSC El Paso Travel Operating Policies should be reviewed prior to making travel arrangements.

- ★ Be familiar with TTUHSC El Paso Travel Policies - Refer to all [travel\\_operating\\_policies](#) for specific limitations and requirements.
- ★ Be Cost Effective - Seek the most cost-effective method of travel regardless of funding source.
- ★ Submit Travel Application/Pre-Approval – Include the best estimation of travel costs prior to official TTUHSC El Paso business travel.
- ★ Include a Local FOP – When traveling on restricted funds, include a local FOP to cover lodging and/or meal costs that exceed the allowed General Services Administration ([GSA](#)) per diem rates or any tips.
- ★ Obtain Receipts - Obtain itemized receipts and/or proof of payment for all official TTUHSC El Paso business travel expenses.
- ★ Exclude Personal Items - Do not include travel expenses or personal items on a Travel Voucher that are not reimbursable, example: alcohol, meals for others, etc.
- ★ Car Rental vs Personal Vehicle - Submit the [Mileage Calculator](#) for Personal Auto Mileage regardless of the funding. The calculator will determine whether it is more cost effective to rent a vehicle or drive your personal vehicle and claim mileage. Request the lower of actual miles or the cost of a rental car plus fuel.
- ★ Reimburse Travel Advances - Immediately reimburse TTUHSC El Paso for advances in excess of travel related expenses submitted on the Travel Voucher.
- ★ Prepare Voucher/Expense Report - Submit a Travel Voucher within 30 days after the trip end date. Reimbursements for vouchers not submitted within 60 days are taxable to the traveler.

Visit: [TTUHSC El Paso Travel Operating Policies](#) or [TexTravel](#) for more information.



**DON'T FORGET TO  
SIGN UP  
FOR OUR BUSINESS AFFAIRS  
NEWSLETTER!**

**Provides updates, reminders, and new information about business affairs and the services provided by each department.**

**For questions or suggestions regarding our newsletter, please email us at**

**[fsmelp@ttuhsc.edu](mailto:fsmelp@ttuhsc.edu)**



**TTUHSC EL PASO**