

UT Health Science Center-UT Medicine Integration

FAQ's – Business Affairs Processes

The UTHSC Business Affairs Offices are committed to providing the highest possible level of customer service to our UT Medicine employees and partners. Effective September 1, 2009, UT Medicine business processes including purchasing, accounts payable, receiving, and mail services will integrate with HSC business processes. Our goal is to facilitate a smooth transition as business processes for our two organizations integrate, and to ensure that all clinical and operational activities continue to function smoothly. Fiscal policies and procedures followed by the UTHSC can be found at <http://www.uthscsa.edu/hop2000/word/6-toc.aspx>

The following overview of each Business Affairs department and related FAQ's are provided as a reference for processing payments, procuring and receiving goods, and sending and receiving mail. Should you have additional questions please contact us directly at the referenced e-mail addresses.

The Office of Accounting is responsible for maintaining the official accounting records for the HSC, compiling the monthly and annual financial reports, processing vendor payments and employee reimbursements (including travel) and maintaining the property control records. Please send questions to Accounting at ACCTG-ADMIN@uthscsa.edu

Q: How do I request a vendor payment? (UT Medicine's non purchase order process)

A: Vendor payments are processed on an HSC *Local/State Voucher* form and include payments to vendors for contracted services, meeting expenses, entertainment, temporary employment, etc. You should continue to send your vendor payment requests with supporting documentation (original invoice, etc.) to the UT Medicine Finance Office (Attn: Susie Cadena). Please include as a cover sheet to your payment request the HSC *Local/State Voucher* form. This form, which can be downloaded at

http://www.uthscsa.edu/business/forms/peoplesoft_local_state_voucher.dot,

is used to initiate and record payments from all Health Science Center funds and provides information necessary to meet State statutory requirements. The UT Medicine Finance Office will route the request through your normal work flow (Image Now) for authorization and will transmit approved requests to the HSC Office of Accounting for processing payment. Checks are prepared and mailed daily by the HSC Office of Accounting. UT Medicine Finance will forward additional helpful information regarding the steps to fill out the state voucher form and other required forms to process for payment in the near future.

Payments to individual non-employees for services require prior approval via the HSC Prior Approval Form and are subject to limitations defined at HOP 6.1.4, <http://www.uthscsa.edu/hop2000/6.1.4.pdf>. Once prior approval has been obtained, the payment method is the same as detailed above for vendor payments.

Vendor payments for routine maintenance agreements, lease contracts, and other recurring services can be paid by purchase order. See “**Q: How do I purchase goods and supplies?**” below.

The HSC is subject to the State of Texas Prompt Payment Law. Therefore, all payments to vendors, including those payments made from a purchase order, must be made within 30 days of receipt of goods or invoice. Interest must be paid to the vendor if payment is not made within 30 days. Please ensure that invoices are submitted for payment promptly to avoid the payment of interest.

Q: How do I request reimbursement for travel and/or expenses?

A: Reimbursement for travel, including mileage, should be requested using the HSC *Travel Voucher* form. This form is available on-line at http://www.uthscsa.edu/business/forms/peoplesoft_travel_voucher.dot and should be completed and included with your request for reimbursement. While the University has a procard program, travel, fuel, and entertainment expenses are not allowed on a procard.

Other out of pocket business expenses, including entertainment and local meeting expenses, should be requested on the HSC *Local/State Voucher* form (located at http://www.uthscsa.edu/business/forms/peoplesoft_local_state_voucher.dot).

You should send your reimbursement requests with the above forms and related supporting documentation (receipts, mileage documentation, etc.) to the UT Medicine Finance Office. The UT Medicine Finance Office will route the request through your normal work flow for authorization and will transmit approved requests to the HSC Office of Accounting for processing payment. UT Medicine Finance will forward more helpful information regarding the steps to fill out the state voucher form and other required forms to process for payment in the near future.

Q: Can I get my reimbursements, including travel, direct deposited into my bank account?

A: Yes, if you are an HSC employee and enrolled in direct deposit for your HSC payroll you will automatically receive any employee reimbursements (including travel) via direct deposit. Once the reimbursement is processed you will receive an e-mail notification to your UTHSC e-mail address confirming the payment date and amount.

If you are a UT Medicine, *non-HSC* employee, you will receive any reimbursement via a physical check mailed to your home address as indicated on the voucher request.

The Purchasing Department is responsible for acquiring all goods and services for the HSC. The department also manages Travel Services and administers the Procurement Card program. You may contact the Purchasing Department at PURCH-ADMIN@uthscsa.edu

Q: How do I purchase goods and supplies?

A: Follow your normal procedures for ordering goods and supplies by using the UT Medicine ePro system to requisition catalog and non-catalog items. An added catalog will provide office supply products available under the UT System OfficeMax/Today’s Office Centre contract. You

can view the OfficeMax catalog and HSC contract pricing at www.officemaxsolutions.com using the Customer browse function. Enter the user name: *UTHSCSA* and password: *omax1*.

The UT Medicine buying staff has been integrated with the HSC Purchasing Office and will be dedicated to processing orders for UT Medicine procurements only.

UT Medicine buyers will utilize the PeopleSoft system to create purchase orders to vendors for the procurement of supplies and record procurements for receiving and payment by the PeopleSoft system. End users should not need to enter the PeopleSoft requisitioning system at this time as this will be handled by the buying staff.

Frank Cortez, Senior Procurement Officer, will be located on-site in the MARC Level 1 and available to provide assistance with any procurement needs. He can be reached at cortezf@uthscsa.edu or in the MARC at 450-6089.

Please note that State of Texas Purchasing regulations followed by the UTHSC require that any purchase over \$5,000, including but not limited to capital items, be bid through a competitive process for procuring the goods or services. Purchases over \$25,000 require a formal solicitation via a Request for Bid (RFB) or Request for Proposal (RFP). Justification must be made for any purchase not utilizing the competitive process (i.e. purchase made through a GPO, State contract, sole source, best value, etc). The HSC Purchasing Office handles all RFB/RFPs and will assist with the competitive procurement process for all purchases over \$5,000.

Vendor payments for routine maintenance agreements, lease contracts, and other recurring services can be set up to be made on a recurring basis by purchase order. Utilizing the purchase order process facilitates the payment of invoices when they are received by HSC Accounting and avoids the need for the department to prepare and submit a Local/State voucher as recurring invoices are received. For routine maintenance agreements, leases, etc. enter a non-catalog requisition in the UT Medicine ePro system. The UTM HSC buying staff will contact you to obtain all necessary information.

Q: How do I obtain a UTHSC procurement or travel card?

A: The intent of the procard is to procure small dollar goods and supplies efficiently. The HSC procard cannot be used for travel, fuel, or entertainment expenses. If you believe you have a need for an HSC procard, please contact Ingrid Glueck-Maldonado in the UT Medicine Finance Office.

The State of Texas offers an individual liability travel card program for frequent travelers. See additional information on the pro-card at: <http://www.uthscsa.edu/business/procard/> and Corporate Travel card at: <http://www.uthscsa.edu/business/travel/corporatecard.shtml>.

The Office of the Bursar is located in room 301L of the Medical School and is responsible for student accounting, banking and cashier functions, including serving as the depository for institutional funds and administering petty cash funds. You may contact the Bursar at BursarAdmin@uthscsa.edu.

Q: How do I process cash and/or checks for deposit?

A: All deposits should continue to follow your existing deposit procedures. The UT Medicine Finance Office and the HSC Bursar office already work together to manage UT Medicine cash.

Please continue to follow the same process for requesting petty cash or cancelling petty cash by continuing to contact UT Medicine Cash Management. UT Medicine Cash Management will forward the approved forms to the HSC Bursar for processing petty cash accounts. UT Medicine will forward funds to the designated departments.

The Department of General Services provides logistical support for the administration, faculty, staff and students. The director oversees the bookstore, central receiving, dining services, vending services, general stores, warehousing, linen services and mail services. The General Stores carries various laboratory supplies and office supplies available for immediate use. You may contact General Services at cornwelld@uthscsa.edu.

Q: How do I see what items are available and place an order from the General Stores Catalog?

A: The UTHSCSA General Stores Catalog can be found at the following link:
http://www.uthscsa.edu/business/genservices/UTHSCSA_STORES_CATALOG.xls

Contact Cliff Kelley, General Stores Supervisor at KelleyK@uthscsa.edu or 567-5982 for order instructions and assistance ordering supplies from the General Stores Catalog.

Q: What mail services are available between the HSC campus and the UT Medicine locations?

A: UTHSC Mail Services and the UT Medicine courier services will integrate their daily mail runs and all locations currently serviced by the UT Medicine courier will continue to receive pick up and delivery services. The daily schedule of pick up and delivery of mail may change and will be communicated separately. A hot-shot run from the clinic locations to the MARC and ASB for the delivery of fee tickets and other mail will be made daily. The current schedule can be found at <http://www.uthscsa.edu/business/genservices/mailguide.asp>. See the HSC General Services website Mail Services Guide or contact Mail Services at 567-5992 for questions about delivery locations and procedures.

Q: How do I send a letter or package via a carrier such as Certified USPS, Federal Express, UPS and DHL?

A: For Fedex, UPS, and DHL complete a carrier waybill and a General Services Shipping Request Form available from the UTHSCSA Master Forms list (on-line at <http://www.uthscsa.edu/hop2000/forms-6/generalservicesshipping.pdf>). For certified USPS mail, complete the USPS required postal form. Take items and forms to HSC Central Receiving Room DS 1.632U or MARC Receiving Level 1, currently operating out of Room B105.10. HSC Mail Services will also pickup any letters or packages on their regular route (including ASB) for submission to the USPS or carrier for delivery.

Q: How will items be received for delivery to UT Medicine locations?

A: The UT Medicine loading dock at the MARC building will directly receive all goods intended for use by departments at the MARC. HSC Receiving personnel will be located in the MARC Level 1 for processing incoming packages. Packages will be delivered to each floor by HSC Receiving personnel. You can reach the MARC Receiving office at 450-6089.

Direct shipments will continue at the UT Medicine clinics located at Westover Hills. Orders for the Texas Diabetes Institute and Children's Health Center should be shipped to HSC Central Receiving at 7703 Floyd Curl for delivery by HSC Central Receiving. All other shipments for UT Medicine departments will be received at the HSC Central Receiving area and delivered the same day to UT Medicine locations. Please contact Central Receiving at 567-5998 if you have questions or concerns regarding shipments.

Q: How will support services be handled for the UT Medicine ASB location?

A: Support services previously handled by the UT Medicine buying staff that have relocated to the HSC Purchasing Office, are being addressed by **Walter Stone**. Please contact Walter directly regarding support services for this location at 257-1512.