2.

    To establish a fund in Banner for a student or other organization, the following conditions must be satisfied:

    a.   The organization must register with the Student Services Office.

    b.   The fund manager (See HSC OP 50.03) for the organization must request access to Banner Finance via the TEAM application at https://banapps.texastech.edu/team/SelectApplication.aspx .

    c.   After all approvals and accesses have been received, a new fund must be requested via the System at https://fund.app.texastech.edu/. A copy of the registration should be attached to the new fund request. The new fund request must include the affiliation of the organization with the Institution, the nature of the activity that will be processed through the agency fund, and the business purpose (why the organization does not open its own bank account).

    d.   After the fund number has been assigned, the organization may make deposits to the fund through the online cash receipts system with Student Business Services (SBS), located at https://www.fiscal.ttuhsc.edu/cashreceipts/. HSC OPs 50.08 and 50.26 provide additional guidance and instructions on Deposit Procedures and Completion of Cash Receipts.

3.

    a.   A TechBuy Requisition must be processed with original vendor quotes attached, and will be used to create a Purchase Order for all payments to vendors or individuals. For student organizations, the Requisition must be approved by the appropriate individual authorized by the Financial Manager. Instructions for completing and submitting a TechBuy requisition are found on the Purchasing website at http://www.fiscal.ttuhsc.edu/purchasing/. Additionally, operating policies numbered as TTUHSC OP 72.XX provide instructions/guidance on Institutional Purchasing Policies and Procedures.

    b.   Organizations should submit the Requisition to Purchasing at least five working days prior to the date the payment is needed or due.

    c.   A few days subsequent to the PO being approved and processed, the check will be mailed by Payment Services to the payee unless alternate check delivery instructions were requested by proper notation on the Requisition.

4.

    a.   Student and other organizations may use institutional services, such as the Central Warehouse, Copy and Mail Services, Communication Services, the University Center, and the Bookstore.

    b.   The institution may provide services to agency organizations as long as the services provided are for a proper public purpose and there are controls to insure the institution is provided adequate benefit and consideration.

    c.   Service Departments providing services will process charges against agency funds using the Financial Transaction System (FiTS).

    d.   Transfers between agency funds and institutional funds are prohibited.