

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

- a. Departments have a responsibility to report any gift, agreement, contract, or other benefit when received from a Foreign Source to ForeignSource@ttusc.edu. This includes any benefit received through an intermediary such as Texas Tech Foundation, Inc. or Texas Tech Physicians Associates.
- b. There is not a minimum transaction amount to report. Accounting Services will aggregate all transactions by foreign source to determine TTUHSC reporting requirements per Section 117.
- c. Departments should assess and, if necessary, strengthen their processes for complying with Section 117 reporting requirements. Areas that process gifts and contracts centrally, such as TTUS Institutional Advancement, Sponsored Programs, and Contracting should have written procedures available for review if requested by Audit Services, Institutional Compliance, or the Department of Education. See #6