Holiday Trivia: Test Your Winter Knowledge

1. Apply ornamental decorative items to the house's connective passage ways.
2. My parent's mother was involved in an unexpected trampling incident with an antlered creature of the genus Rangifer.
3. Bestowing an emotion of great delight or happiness on the 3rd celestial body in orbit around the sun.
4. A complete absence of sound during the time from sunset to sunrise.
5. A period of one and 5/7th weeks revolving around the winter holiday celebrated on the 25th day of December.
6. It is our sincerest desire for you to experience a December 25th full of cheerfulness and gaiety.
7. The only thing I desire to acquire on the 25th day of December is a pair of processes attached to the forward section of my jaw.
8. To make clinking or tinkling sounds, using hollow objects, typically made of metal, that sounds a clear musical note when struck.

Wishing You a Happy Holiday!
Harkey's Heartbeats Keep the Beat

Team members from Harkey's Heartbeats put on their walking shoes and joined other teams from Texas Tech University Health Sciences Center and across our community at the Lubbock Heart Walk on Saturday, October 28th. The annual event helps to raise awareness and funds for the American Heart Association and American Stroke Association to help fight heart disease and stroke.

Harkey's Heartbeats was led by Coach Terry Dalton and was comprised of individuals from the Finance division, family and friends. The team exceeded their fundraising goal of $2,500 by raising $2,780. All the teams for TTUHSC raised more than $10,000 for the event.

Thank you to all the team members of Harkey's Heartbeats for all your effort and to everyone who made a donation to help the team exceed their fundraising goal.

Some images courtesy: Carson Scott, Center for Cardiovascular Health, TTUHSC

Did You Know?

The State of Texas requires that TTUHSC monitor reports provided by Citibank for delinquency of payment on individual State Issued Travel Cards.

If the reports indicate a delinquency of 60 days, the employee will be notified by the TTUHSC Travel Office that they must contact Citibank and resolve the delinquency status.

Citibank will suspend the card if the delinquency is not resolved within 90 days and the TTUHSC Travel Office will notify the employee along with their immediate supervisor of the delinquency and the need to take immediate action to avoid termination of the card by Citibank.

Travel Cards suspended or closed by Citibank or the TTUHSC Travel Office will result in the employee no longer being eligible for travel advances or the use of the corporate BTA credit card.


For questions, email: Travel@ttuhsc.edu.

Update - State Travel Card

Are You a Property Custodian?

Property Custodian Responsibilities

Department property custodians have the responsibility to manage, control and account for all assets within their department. HSC OP 63.10 lists 13 responsibilities for property custodians at TTUHSC.

The Property Custodian is responsible for initiating and receiving transfers in the Property Inventory System when equipment is moved from one department to another.
This newsletter installment is the third in a series intended to provide information related to TTUHSC’s fund classes. In our last newsletter, we reviewed the higher level impact of the funding source. Now, let’s review TTUHSC current operating fund classes at a high level.

The diagram below provides a high level view of the different types of current operating funds. In this installment, we will focus on E&G.

Educational and General funds (E&G) are classified as unrestricted funds in TTUHSC’s fund structure. This classification is somewhat misleading since there are many State purchasing guidelines and other State laws that must be adhered to when expending these funds. These guidelines and restrictions come from the State of Texas and apply to all State agencies, including TTUHSC. Thus, the classification as unrestricted funding is more accurate at the higher State level than at the individual State Agency level.

Below is a quick overview of the types of funds that are in E&G:

**Educational & General Funds (E&G)**

- 10 Education and General
  - Appropriation funding from the State of Texas
  - Graduate Tuition
- 10Z Coordinating Board (MY)
  - Funding for grants from other state agencies directly from state appropriations having a performance period of one or more years

**Higher Education Assistance Funds (HEAF)**

- 11Z HEAF (MY)
  - Funding for capital expenditures for land, construction, major repair and rehabilitation of buildings, capital equipment, and library materials

The next newsletter installment will include a high level review of designated funds.

For questions, contact Accounting Services at hscacc@ttuhsc.edu.

**Holiday Funnys!**

Q. How do you know Santa is good at Karate?  
A. He has a black belt.

Q. Why did Santa put a clock in his sleigh?  
A. Because he wanted to see time fly.

Q. What’s as big as Santa but weighs nothing?  
A. Santa’s shadow!

Q. Why did Santa go down the chimney?  
A. Because it soots him!
Total Transactions for Purchasing Cards
31,045 for $7,804,667

Total Number of Hotel Nights Reimbursed
11,837

Total Assets
$894,170,695

Total Number of Records Processed
8,887,250

Number of Invoices Processed
63,506

Total Capital Assets
$224,362,338

Number of Unique Documents Processed
356,967

54% Increase in Lubbock Parking Spaces during the past two years
1,430 spaces

Total Active Funds
3,052

Personal Auto Miles Reimbursed
1.1 million

Number of Purchase Orders Processed
34,143

Total Endowments
$218,233,710

Volume of Invoices Processed
68,506

Approximate stops Santa makes on Christmas Eve

Total Active Contracts
4,451

Total Number of Records Processed
8,887,250

Estimated number of Christmas Tree Recycling Programs in U.S.

Number of Travel Vouchers Processed
8,248

Estimated acreage of Christmas trees in U.S.

Volume 18, Issue 2
December 2017
Number of miles walked by Mail Clerks in a year:
2,085 miles

Number of packages delivered by Receiving:
58,340

Number of business cards printed by the Printing Center:
1,571,500

Number of images scanned in Laserfiche by Document Services:
1,694,900

Number of miles driven by Rental Vehicles:
90,517

Blank Paper sold by Swift Print:
$51,082.13

Pieces of furniture moved by Surplus:
4,572

Copies made by Swift Print:
10,251,729

Pounds of Metal Recycled:
58,340

Pounds of Paper Shredded:
13,000

Volume 18, Issue 2
December 2017
Welcome to Business Affairs

Tiffany Hernandez - Senior Administrative Assistant

Happy Retirement

Patty Conner - Senior Analyst, 18 years

General Services

Kathy Davies - Coordinator, Printing Center, 10 years
Terry Kireilis - Technician I, Mail Services, 10 years

Payment Services
Mareta Walker - Senior Business Assistant, 20 years

Purchasing Quarterly Meeting

The next Purchasing Quarterly Meeting is scheduled for Tuesday, December 19, 2017 from 10 to 11:30 (CT). The quarterly meetings are where you will learn about Purchasing/Payment processes, guidelines, receive updates and get answers to your questions. View the schedule here and please plan to attend.

- Abilene - Room ABSOP 2100
- Amarillo - Room AMHSC 4714, AMSOP 107
- Dallas - Room DLSPSW 450, DLSPVA 200A
- Lubbock - Room ACB 110, HQP 301H, SW 240V
- Midland - Room MDPA B11, MDTMP 210B, MDSECOR 202
- Odessa - Room 2C41

The Agenda and Powerpoint will be available on the TechBuy homepage in the announcements section at a later date.

For questions, email Purchasing at purchasing@ttuhsc.edu.

Holiday Trivia Answers

1. Deck the Halls
2. Grandma got run over by a reindeer
3. Joy to the world
4. Silent night
5. The twelve days of Christmas
6. We wish you a merry Christmas
7. All I want for Christmas is my two front teeth
8. Jingle Bells

We welcome your feedback! Please email your comments and suggestions to: fsm@ttuhsc.edu