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December 2018

the News

from Business Affairs

 TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

Holiday Trivia: Test Your Winter Knowledge

Try to name the actual Christmas song name from these overly verbose descriptions. Answers may be found on page 5.

1. Vertically-challenged adolescent percussionist.
2. Move hitherward the entire assembly of those who are loyal in their belief.
3. Testimony of witness to maternal parent's infidelity with Kris Kringle.
4. Majestic triplet.
5. The yuletide occurrence preceding all others.
6. Precious metal musical devices.
7. Caribou afflicted with vermilion olfactory appendage.
8. Allow crystalline formation to descend.
9. Commence auditory reception, the celestial messengers produce harmonious sounds.

10. Village expectations of yuletide emissary.
11. Arrival occurred at twelve o'clock during clement nocturnal period.
12. Who's the mystery offspring?
13. Are you detecting the same aural sensations as I am?
14. Experiencing an hallucinatory phenomenon of a natal celebration devoid of color.
15. Improvised infant furniture in remote location.



Wishing You a Happy Holiday!



2018 Lubbock Heart Walk

Texas Tech University Health Sciences Center raised more money than ever before for the 2018 Lubbock Heart Walk. TTUHSC had 21 teams comprised of 228 participants who raised \$16,385 from 270 donations. This record amount garnered the First Runner-Up Top Company Award for the HSC. The award was presented to Terry Dalton, who served as the TTUHSC 2018 Lubbock Heart Walk Campaign Leader. The HSC team also received the Most Spirited Company Champion Award.

Harkey's Heartbeats, the TTUHSC Finance Division team, exceeded their fundraising goal and contributed \$4,951 to TTUHSC's total. Harkey's Heartbeats, led by Coach Alexa Galle, was comprised of individuals from the Finance division, family and friends.

The Lubbock Heart Walk is an annual fundraising event that works to build healthier lives free of cardiovascular diseases and stroke.

Click [here](#) to view photos from the Lubbock Heart Walk.



Need to Know! Are You A Property Custodian?

Property Custodian Responsibilities

Department Property Custodians at TTUHSC have the responsibility to manage, control and account for all assets within their department. [HSC OP 63.10](#) lists 13 responsibilities for Property Custodians.

Serial Number: Update

- The serial number for an asset should be updated in the Property Inventory System.
- Items that do not have a serial number will remain on the "Items Missing Information" report in the Property Inventory System.

For questions, contact Property Management at PropertyManagement@ttuhsc.edu.



Did You Know?

Proper Usage of Swift Card

Payments by TTUHSC (Chart H) for research participants/patient studies should be processed against funds that allow for expenditures on **Account Code 729950 – OC Patient Study Participants. This is the only account code to be used for Chart H expenditures.** The Swift System also displays 7L1400 – OL Patient/Subject Costs, which should only be used by TTUHSC in El Paso (Chart E).

Keep in mind that Swift cards are to be used for participant payments only and should not be distributed as awards, prizes or gifts.

See [TTUHSC OP 72.19 – Payments to Research Participants/Patient Studies](#) for additional information.

For questions, contact Swift-Card@ttuhsc.edu.



Business Affairs BY THE numbers

Cash Receipts Processed
23,868
2018

4,715
Total Active Contracts

Total Capital Assets
\$275 Million

Total Assets
\$963,100,948

Invoices Processed
69,708

Transactions for PCards
29,011 for \$7,420,270

Travel Vouchers Processed
7,800
Santa Claus North Pole

Number of Records Processed
9,082,347

3,616
Total Active Funds

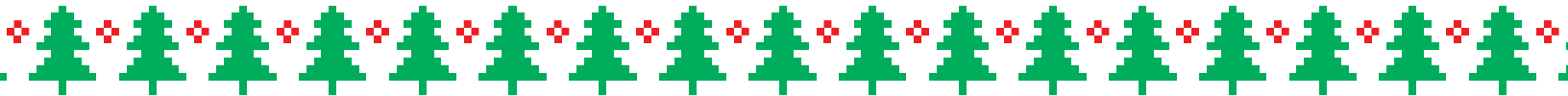
Personal Auto Miles Reimbursed
1,033,508

Hotel Nights Reimbursed
11,269

Purchase Orders & Direct Pay Processed
35,288

BY THE NUMBERS FY2018

DOCUMENT SERVICES SHRED 60 TONS OF PAPER WHICH IS 3 TIMES THE WEIGHT OF THE CHRISTMAS TREE IN ROCKEFELLER CENTER.



GENERAL SERVICES UPLOADED 37,067 LINES OF TRANSACTIONS AND RECYCLED 37,505 POUNDS OF METAL. AND FRUITCAKE HAS ABOUT THE SAME DENSITY AS MAHOGANY.



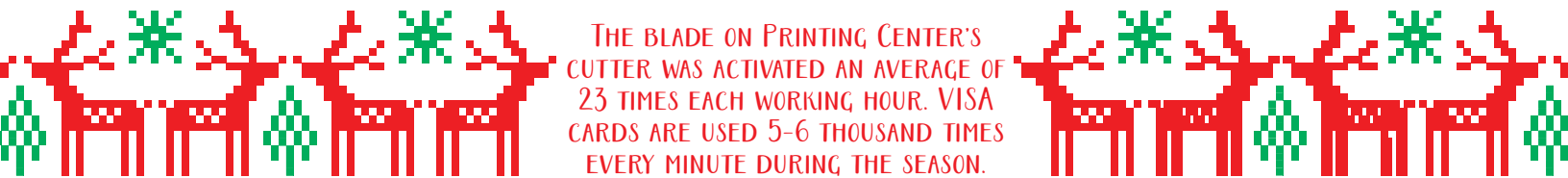
RECEIVING DELIVERED 57,365 ITEMS. THAT'S 27,365 MORE THAN THE NUMBER OF PARTICIPANTS IN THE LARGEST EVER SECRET SANTA ORGANIZED BY REDDIT IN 2012.



THERE WERE 106,418 MILES DRIVEN IN TTUWSC OWNED RENTAL VEHICLES: ALMOST ENOUGH TO DRIVE BETWEEN LUBBOCK AND THE NORTH POLE 14 TIMES.



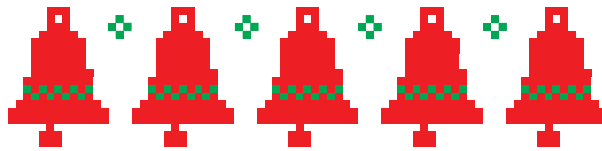
THE BLADE ON PRINTING CENTER'S CUTTER WAS ACTIVATED AN AVERAGE OF 23 TIMES EACH WORKING HOUR. VISA CARDS ARE USED 5-6 THOUSAND TIMES EVERY MINUTE DURING THE SEASON.



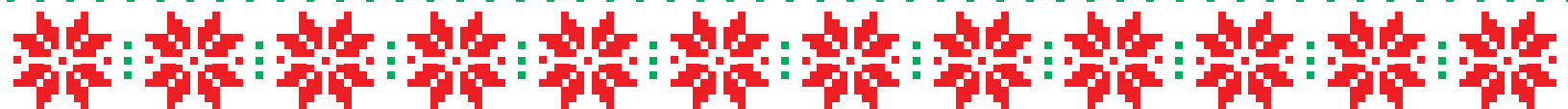
THERE WERE 10,603,101 COPIES MADE ON SWIFT PRINT COPIERS: 33% MORE THAN THE NUMBER OF LETTERS TO SANTA EXPECTED THIS YEAR.



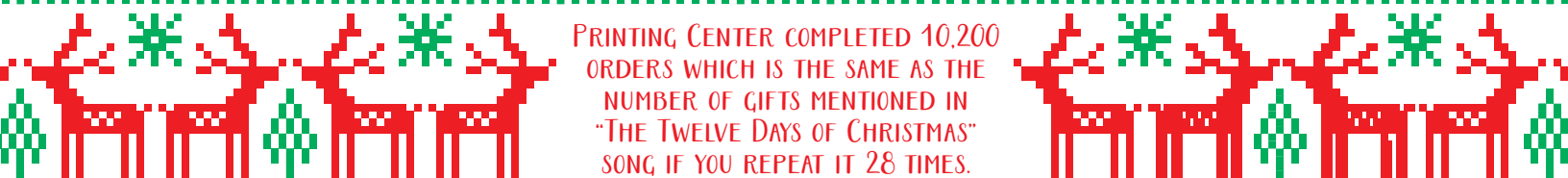
5,350 PIECES OF FURNITURE MOVED BY TTUWSC MOVERS. SLIGHTLY MORE THAN THE AVERAGE NUMBER OF CALORIES CONSUMED ON THANKSGIVING.



PRINTING CENTER PRINTED 1,262,100 BUSINESS CARDS WHICH WHEN STACKED, IS EQUAL TO THE HEIGHT OF THE EMPIRE STATE BUILDING (1,470').



DOCUMENT SERVICES ADDED 1,404,729 IMAGES TO LASERFICHE, DOUBLE THE AMOUNT OF CHRISTMAS TREES PLANTED EACH YEAR.



PRINTING CENTER COMPLETED 10,200 ORDERS WHICH IS THE SAME AS THE NUMBER OF GIFTS MENTIONED IN "THE TWELVE DAYS OF CHRISTMAS" SONG IF YOU REPEAT IT 28 TIMES.

GENERAL SERVICES

Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Kandy Bohannon, Accounting Services, Financial Analyst I
- Rodney McWilliams, Accounting Services, Chief Analyst
- Michael Shelton, General Services-Mail, Specialist III
- Crystal Rodriguez-Harthan, Payment Services, Sr. Acct. Processor
- Erin Lammert, Payment Services, Analyst



CLUE

The Business Affairs Edition



Last edition's answer:

The Department Head

Winners Revealed:

Congratulations to Christina Gomez, Cindy Rios, and Marty Stephens.

Answer this question correctly from the newsletter content for a chance to win a prize: Property items that do not have a serial number will remain on what report in the Property Inventory System?

Email your answer to fsm@ttuhsc.edu for a chance to win a TTUHSC power bank charger (pictured to the right). The correct answer and winner will be announced in the next newsletter. Past winners are not eligible to win.



Procurement Events

Procurement Quarterly Meeting

The next Procurement quarterly meeting is scheduled for Tuesday, December 11, 2018. The Quarterly Meeting is intended for those who utilize TechBuy, PCards and the Travel System. Click [here](#) for more information.

New Procurement Navigation Training

Procurement is offering a general overview/navigation training via Skype. The training is intended for new users and current users who would like a refresher. Content will include live system navigation in the Procurement systems. Training sessions are offered each month. The next session is December 18, 2018 at 2:00 pm. Dates and times are also posted on the TechBuy Home page. Click [here](#) for an agenda. To register, email Lora Turpin at lora.turpin@ttuhsc.edu.



Holiday Trivia Answers

1. The Little Drummer Boy
2. O Come, All Ye Faithful
3. I Saw Mommy Kissing Santa Claus
4. We Three Kings
5. The First Noel
6. Silver Bells
7. Rudolph the Red-Nosed Reindeer
8. Let It Snow
9. Hark! The Herald Angels Sing
10. Santa Claus is Coming to Town
11. It Came Upon a Midnight Clear
12. What Child is This?
13. Do You Hear What I Hear?
14. I'm Dreaming of a White Christmas
15. Away in a Manager

Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.

Click [here](#) for more on Business Affairs.

Click [here](#) to view past issues of the newsletter.

Questions or suggestions? Email: fsm@ttuhsc.edu