

the NEWS

from Business Affairs

1
Holiday Trivia:
Test Your Winter Knowledge

2
Harkey's Heartbeats
Update - State
Travel Card
Are You a Property Custodian

3
Why Should I Care Part 3
Holiday Funnys

4
Business Affairs by
the Numbers

5
General Services by
the Numbers

6
Department Updates
Holiday Trivia Answers

Business Affairs

Click on the department below to
view their website.

Questions or suggestions?
Email busaff@ttuhsc.edu

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



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

Wishing You a Happy Holiday!

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 6.

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.



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

Update - State Travel Card

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.

More Information: [HSC OP 79.11](#), [HSC OP 79.11: Attachment A 12 Business Traveler Responsibilities](#), [Texas Administrative Code \(TAC\) Title 34 §20.308 \(d\)\(3\)](#)

For questions, email: Travel@ttuhsc.edu.

Need to Know!

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.

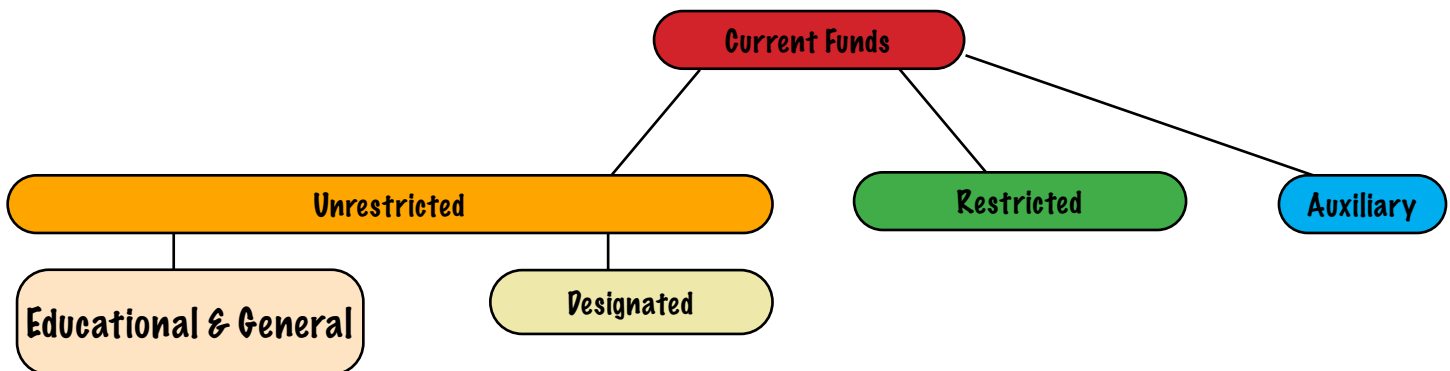
1

Why Should I Care?

Educational and General Funds

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!

2017 Business Affairs by the Numbers

Total Transactions for
Purchasing Cards
31,045 for **€7,804,667**

Total Assets
€894,170,695

Approximate stops
Santa makes on
Christmas Eve

Number of Invoices
Processed
68,506

Total Number of
Hotel Nights Reimbursed
11,837

Number of Unique
Documents Processed
356,967

Total Capital Assets
€224,362,338

Approximate miles Santa
travels to deliver
presents

Total Active Contracts
4,451

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

Number of Purchase
Orders Processed
34,143

Total Number of
Records Processed
8,887,250

Number of
Travel Vouchers Processed
8,248

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

Personal Auto Miles
Reimbursed
1.1 million

Estimated acreage of
Christmas trees in U.S.

Total Endowments
€218,233,710

Total Active
Funds
3,052

General Services **BY THE NUMBERS**
FY 2017

2,689,900
Number of images scanned in Laserfiche by Document Services (the same amount of chocolate chips in 120,707 cookies)

90,517
Number of miles driven by Rental Vehicles (enough miles to travel round trip from Lubbock to the North Pole 12 times)



\$51,082.13
Blank Paper sold by Swift Print (the amount needed to buy 393 golden rings)

4572
Pieces of furniture moved by Surplus (which is equal to the amount of Gumdrops in 83 boxes)



2.085
Number of miles Mail Clerks walk in a year (which corresponds to the length of 1.61 million Snowman scarves)

58,340
Number of packages delivered by Receiving (the same amount of calories in 449 Christmas sugar cookies)

1.57 MILLION
Number of business cards printed by the Printing Center (only 30,000 less than the number of Christmas wreaths sold each year)



10,251,729
Copies made by Swift Print (only 19,748,271 less than the number of Real Christmas trees sold in the U.S. each year)

32,104
Pounds of Metal Recycled (the same weight as 161 White House Gingerbread Houses)

13,000
Pounds of Paper Shredded (the same weight as 208,000 cookies)



Say What?

What would have happened if it had been three wise WOMEN instead of men? They would have asked for directions, arrived on time, cleaned the stable, delivered the baby, made a casserole and brought disposable diapers as gifts.



Department Updates

Welcome to Business Affairs

Business Affairs

Tiffany Hernandez - Senior Administrative Assistant

Happy Retirement

Business Affairs

Patty Conner - Senior Analyst, 18 years

General Services

Kathy Davies - Coordinator, Printing Center, 10 years

Terry Kireillis - 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, MDTTMP 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