

TEXAS TECH UNIVERSITY

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

JIM BRUNJES
Chief Financial Officer

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December 18, 2002

Honorable Rick Perry, Governor
Honorable Carole Keeton Rylander, Texas Comptroller
John Keel, Director, Legislative Budget Board
Lawrence F. Alwin, CPA, State Auditor

Ladies and Gentlemen:

We are pleased to submit the Texas Tech University System Administration *Annual Report of Nonfinancial Data* for the year ended August 21, 2002, in compliance with the TEX. GOV'T CODE ANN. § 2101.0115 and in accordance with the requirements established by the Texas Comptroller of Public Accounts.

The accompanying report has not been audited and is considered to be independent of the agency's or institution's *Annual Financial Report*.

If you have any questions, please contact Phillip Ray at (806) 742-2875.

Sincerely,

Jim Brunjes

JB/ma

Attachments

TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION (768)
ANNUAL REPORT OF OTHER REQUIRED INFORMATION

Schedule of Bonded Employees – Included as Attachment A.

Schedule of Space Occupied – Information on space occupied, including number of square feet rented and occupied in State-owned buildings; building names and addresses; number of square feet devoted to office, warehouse, or other designated use; cost per square foot, cost per month, and annual cost; lessor of all rented space; and other information describing the space utilized by TTUSA is reported annually to the Texas Higher Education Coordinating Board.

Schedule of Professional/Consulting Fees and Legal Service Fees – Included as Attachment B.

Schedule of Aircraft Operations – TTUSA does not own or lease any aircraft.

Schedule of Itemized Purchases – TTUSA is exempt from Government Code, Chapter 2155.

Master File Report Verification Form – TTUSA is exempt from Texas Natural Resources Code, Section 31.155(d).

HUB Strategic Plan Progress Form – Included as Attachment C.

Appropriation Item Transfer Schedule – There were no appropriation item transfers for TTUSA.

Schedule of Vehicles Purchased – TTUSA did not purchase any passenger vehicles with appropriated funds during fiscal year 2002.

Indirect Cost Schedule – Government Code, Chapter 2106, is not applicable to institutions of higher education.

Schedule of Lump-Sum Vacation and Compensatory Leave – TTUSA paid \$282,318.27 during Fiscal Year 2002.

Schedule of State-Owned or Leased Vehicles Used by State Employees – Included as Attachment D.

Schedule of Recycled, Remanufactured and Environmentally Sensitive Purchases – TTUSA is exempt from Government Code, Chapter 2155.

Unaudited

Texas Tech University System Administration (768)

Schedule of Bonded Employees

Ms. Donna Ammons	Executive Administrative Assistant	J.Q. Everhart & Co.	\$1,000 notary bond
Ms. Judy Tiner	Administrative Assistant	J.Q. Everhart & Co.	\$1,000 notary bond
Ms. Dina Hernandez	Administrative Assistant	J.Q. Everhart & Co.	\$1,000 notary bond
Ms. Tracie McClaran	Senior Administrative Assistant	J.Q. Everhart & Co.	\$1,000 notary bond
Ms. Janet Killian	Senior Administrative Assistant	J.Q. Everhart & Co.	\$1,000 notary bond
Ms. Debra L. Parke	Peace Officer	Western Surety	\$1,000 notary bond
Ms. Minerva Gaona	Clerical Specialist III	Western Surety	\$1,000 notary bond
Dennis Clements	Peace Officer	Western Surety	\$1,000 notary bond
Heath Steele	Peace Officer	Western Surety	\$1,000 notary bond
Lynn Parvin	Peace Officer	Western Surety	\$1,000 notary bond
Ms. Barbara Presley	Communications Operator	Western Surety	\$1,000 notary bond
Larry Clendenning	Peace Officer	Western Surety	\$1,000 notary bond
Kenny Evans	Peace Officer	Western Surety	\$1,000 notary bond
Billy Lang	Peace Officer	Western Surety	\$1,000 notary bond
Justin Locke	Peace Officer	Western Surety	\$1,000 notary bond
Michael McAlister	Peace Officer	Western Surety	\$1,000 notary bond
Gordon Hoffman	Peace Officer	Western Surety	\$1,000 notary bond
Ms. Doris Henderson	Senior Administrative Assistant	Western Surety	\$1,000 notary bond

Attachment A

Unaudited

Texas Tech University System Administration (768)

**PROFESSIONAL/CONSULTING FEES AND LEGAL
SERVICE FEES**

For the Fiscal Year Ended August 31, 2002

<u>Name</u>	<u>Type of Service Rendered</u>	<u>Amount</u>
Professional/Consulting Fees		
Covenant Medical Group	Medical	\$ <u>135.00</u>
Total Professional/Consulting Fees		\$ <u>135.00</u>
Legal Service Fees		
Clark, Thomas, Winters & Newton	Legal	2,558.75
Little, Pedersen, Fankhauser & Cox, L.L.P.	Legal	<u>2,569.57</u>
Total Legal Service Fees		\$ <u>5,128.32</u>
Total Professional/Consulting Fees & Legal Service Fees		\$ <u><u>5,263.32</u></u>

Unaudited

Texas Tech University System Administration (768)

Agency 768 - Hub Strategic Plan Progress Report
For the Year Ended August 31, 2002

(Source: Texas Government Code, Title 10, Subtitle D, Section 2161.124)

Goal = Strategic Plan Hub Goal Actual = % Spent With Hubs From Hub Report	Actual For FY '01	Actual For FY '02	Goal For FY '03
Heavy Construction Other Than Building Contractors	N/A	0.000%	N/A
Building Construction, Including General Contractors and Operative Builders Contracts	N/A	0.000%	N/A
Special Trade Construction contracts	N/A	0.000%	N/A
Professional Services Contracts	N/A	0.000%	N/A
Other Services Contracts	N/A	0.906%	2.0%
Commodities Contracts	N/A	12.228%	12.6%

Prepared By: J B

Printed Name: Jim Brunjes

Phone Number: 806-742-9000

Approved: J B

Printed Name: Jim Brunjes

Phone Number: 806-742-9000

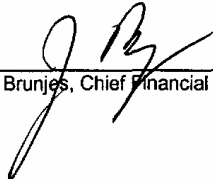
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Texas Tech University System Administration (768)

Personal Use of State Vehicles
FY02

NAME	JOB TITLE/ DEPARTMENT	LICENSE NUMBER	YEAR	MODEL/TYPE	PURPOSE
J. Parchman	Director, Chief Texas Tech Police	C49BLH	1998	Ford Sedan	Emergency Response
D. Bridgers	Assistant Chief, Major Texas Tech Police	R27VVN	2002	Ford Sedan	Emergency Response
E. Huckabee	Assistant Chief, Major Texas Tech Police	M34XVG	2001	Chevrolet Suburban	Emergency Response
B. Lang	Detective Sergeant Texas Tech Police	XMJ445	1997	Ford Sedan	Emergency Response

I hereby certify that the Texas Tech University System employees listed above are authorized to use the stated vehicles as described for commuting to and from work after normal hours to ensure the security and safety of the resident students and assets of Texas Tech University System.



Jim Brunjes, Chief Financial Officer