



## STAFF SERVICES DIVISION

The Staff Services Division is responsible for the accounting, purchasing, and property management for the Commission.

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### Accounting

The accounting staff is responsible for accounting, budgeting, and financial reporting.

The accounting staff interprets statewide accounting policies, procedures, and statutes; provides guidance to staff and management; manages the accounting for state and federal grants; reviews and processes vendor payments; reconciles the revenues and billings for historical markers, courthouse grants, and the preservation trust fund; and invoices and deposits revenue from bond issuances, federal funds, and grants.

The accounting staff assists agency staff and commissioners in following state travel regulations; processes employee reimbursement for travel expenses; processes the business travel accounts for airfare and car rentals; processes monthly payrolls; and prepares monthly and quarterly payroll reports.

The staff prepares the annual operating budget and budget reports for management; develops quarterly reports for Commission meetings; and monitors appropriations and revenue collections.

The accounting staff prepares the annual financial report, federal grant reports and applications, legislative appropriation request; develops quarterly legislative budget reports; and other legislatively required financial reports.

### Purchasing

The purchasing staff interprets laws and regulations; provides staff and management with guidance with regard to purchasing; purchases on term contracts; processes spot purchases; issues purchase orders; notifies staff when purchases are received; and processes DIR information technology orders.

The purchasing staff interprets contract regulations; develops and manages contracts; prepares invitations for bids; prepares and evaluates requests for proposals; evaluates bids and awards contracts; and reports contracts on the agency website and Legislative Budget Board State Contract system.

The purchasing staff is responsible for the agency's Historically Underutilized Business program, including vendor outreach and Comptroller reporting.

### Fleet and Property Management

Staff maintains the fleet and state property records; coordinates fleet maintenance for Austin headquarters motor pool; takes responsibility for Comptroller's Texas Fleet Management System vehicle use reports; updates the State Property Accounting system for property; performs the annual physical inventory; handles telecommunications service changes; and coordinates property disposal in accordance with state surplus property guidelines.

### How to Reach Us

Staff members are available to answer questions and provide preservation assistance. Please contact us at:  
Phone: 512.936.0857  
Fax: 512.475.4872  
Email: [thc@thc.state.tx.us](mailto:thc@thc.state.tx.us)

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