

# Instructions for Completing the Annual Report of Nonfinancial Data

Section 2101.0115, Government Code, was added by Act of May 26, 2001, 77<sup>th</sup> Leg., R.S., H.B. 2914 and requires state agencies and institutions of higher education to submit an Annual Report of Nonfinancial Data. This report includes nonfinancial schedules previously included in the Annual Financial Report.

The Annual Report of Nonfinancial Data is due on December 29, 2006. Instructions for submitting it are provided in the section titled “How to Submit the Annual Report of Nonfinancial Data.”

## *Schedules You May Need to Include in the Annual Report of Nonfinancial Data*

If any of the following schedules apply to your agency or institution, you must include them in your Annual Report of Nonfinancial Data:

**Schedule of Bonded Employees** identifies the names and job titles of each bonded employee, the amount of the bond, and the surety company issuing the bond.

**Schedule of Space Occupied** lists the name and address of each building an agency occupies, the total amount of square feet rented, and the amount of square feet occupied in a state-owned building. It also lists the cost per square foot rented, the annual and monthly costs of rented space, and the name of each lessor.

**Schedule of Professional/Consulting Fees and Legal Service Fees** provides an itemized list of fees paid for professional, consulting and legal services. The schedule should include the name of the person paid, the amount paid, and the reason the services were provided.

**Schedule of Aircraft Operation** identifies the cost of operating a state-owned, rented or leased aircraft.

**Schedule of Itemized Purchases** identifies proprietary purchases that are procured from one vendor without considering an equivalent product to be supplied by another vendor. The schedule must provide a written justification explaining the need for the specifications, the reason that competing products were not satisfactory, and additional information as required by the Texas Building and Procurement Commission (TBPC). The schedule should identify each product purchased, the amount of the purchase, and the name of the vendor.

**Master File Report Verification Form** must be submitted in even-numbered calendar years. The General Land Office, confirming that an agency or institution is in compliance with Subchapter E, Chapter 31, Natural Resources Code, must certify the Master File Report Verification Form. If the agency's or institution's inventory record is incorrect or incomplete, it must submit a statement addressing this issue to the General Land Office no later than the 15<sup>th</sup> day after the agency or institution submits its Annual Report of Nonfinancial Data.

**HUB Strategic Plan Progress Form** provides a list of historically underutilized businesses (HUBs) used by an agency or institution.

**Appropriation Item Transfer Schedule** identifies transfers of appropriated money between appropriated items.

**Schedule of Vehicles Purchased** includes the make, model, purchase price, type of use, and fuel efficiency rating for all passenger vehicles purchased by an agency or institution.

**Indirect Cost Schedule** provides detail information about expenditures paid by or on behalf of an agency or institution for employee benefits including Social Security benefits, health insurance, retirement contributions, benefit replacement pay, and workers' and unemployment compensation payments. It also reflects bond debt service and payments for general governmental services as defined by the Comptroller including services of the Comptroller, Attorney General, TBPC, Department of Information Resources, and State Auditor.

**Schedule of Lump-Sum Vacation and Compensatory Leave (Applicable to Higher Education Only)** lists the total amount of lump-sum vacation and compensatory leave payments made to employees.

**Schedule of State-Owned or Leased Vehicles Used by State Employees** identifies the name and job title of each employee authorized to use a state-owned or state-leased vehicle. The reason for authorization must also be included in the schedule.

**Schedule of Recycled, Remanufactured, and Environmentally Sensitive Purchases** identifies the following:

- Amount an agency or institution spent on recycled, remanufactured, and environmentally sensitive commodities or services identified by TBPC rule
- Amount spent for other commodities and services that accomplish the same purpose as those identified by TBPC rule

Agencies may also identify, separately from the schedule, the amount spent for all other recycled, remanufactured, or environmentally sensitive commodities or services, itemized by type of commodity or service.

**Note: Examples of schedules that agencies and institutions use most commonly are attached to this notice.**

### ***How to Submit the Annual Report of Nonfinancial Data***

The Annual Report of Nonfinancial Data is due on December 29, 2006 and must be submitted per the following table:

<b>Mailing Address</b>	<b>Street Address</b>	<b>No. of Copies</b>
Governor's Office Office of Budget, Planning and Policy P.O. Box 12428 Austin, TX 78711	Governor's Office Office of Budget, Planning and Policy State Insurance Building 1100 San Jacinto, Room 4.300 Austin, TX 78701	Two
Legislative Reference Library P.O. Box 12488 Austin, TX 78711	Legislative Reference Library Texas State Capitol Building, Room 2N.3 1100 Congress Avenue Austin, TX 78701	One
John Keel, CPA State Auditor's Office P.O. Box 12067 Austin, TX 78711	State Auditor's Office Robert E. Johnson Building, Suite 4.224 1501 North Congress Avenue Austin, TX 78701	Three
Legislative Budget Board P.O. Box 12666 Capitol Station Austin, TX 78711	Legislative Budget Board Robert E. Johnson Building, 5 <sup>th</sup> Floor 1501 N. Congress Avenue Austin, TX 78701	Two

### ***Attachments to This Notice***

Attachments to this notice include a sample transmittal letter for the Annual Report of Nonfinancial Data, along with instructions for and examples of the most commonly used schedules. The attachments are:

- Attachment A, "Sample Transmittal Letter"
- Attachment B, "Appropriation Item Transfer Schedule"
- Attachment C, "HUB Strategic Plan Progress Reports"
- Attachment D, "Indirect Cost Schedule"
- Attachment E, "Schedule of Professional/Consulting Fees and Legal Service Fees"
- Attachment F, "Schedule of Space Occupied"
- Attachment G, "Schedule of Recycled, Remanufactured, and Environmentally Sensitive Purchases"

***Agencies and institutions also have discretion in developing schedules not included in this notice.***

### ***For More Information***

If you have any questions about the information in this notice, contact the Governor's Office of Budget, Planning and Policy at 512-463-1778.

ATTACHMENT A  
**Sample Transmittal Letter**  
(AGENCY LETTERHEAD)

Date

The Honorable Rick Perry, Governor  
John Keel, CPA, State Auditor  
John O'Brien, Deputy Director, Legislative Budget Board

Gentlemen:

We are pleased to submit the (name of agency or institution of higher education) *Annual Report of Nonfinancial Data* for the year ended August 31, 2006, in compliance with the TEX. GOV'T CODE ANN. § 2101.0115 and in accordance with the instructions for completing the Annual Report of Nonfinancial Data.

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 (name of employee chiefly responsible for your agency's or institution's *Annual Report of Nonfinancial Data*), at (telephone number).

Sincerely,

(Agency Executive)

## **Appropriation Item Transfer Schedule (Attachment B)**

The supporting schedule below must be completed by agencies and institutions of higher education that are *authorized* to transfer funds from one item of appropriation to another by the provisions of the General Appropriations Act (GAA), special legislation, or by Budget Execution Orders.

The purpose of this schedule is to identify the amount of money transferred from one item of appropriation, program or activity, from the amounts appropriated in the GAA, to another item of appropriation, program or activity.

To properly complete this schedule, list the agency bill patterns as included in the GAA and identify the transfers-in, transfers-out and the net transfer amount from any item of appropriation to another for the fiscal year ended August 31, 2006.

Appropriation transfer information can be obtained from the Appropriation Record Inquiry Screen (62) in the Uniform Statewide Accounting System (USAS). Only appropriation transfer information should be reported in the schedule, not cash transfers. Appropriation transfer information will be displayed in Balance Types 03 and 04.

Benefit Replacement Pay (BRP) and Rider Reduction Transfers should be subtracted out of the appropriation transfers-in amount for all appropriation numbers. The transfer-out amount for the BRP appropriation will be supplied to state agencies and institutions of higher education. Agencies and institutions will then have to subtract out the appropriation transfer-in amount for BRP at the appropriation level.

A QMF for your agency or institution that provides all appropriation transfer information is available upon request from your assigned financial reporting analyst. This information will be sorted by appropriation number and should help you prepare the schedule.

**ATTACHMENT B**  
**Unaudited**  
**Sample Agency (400)**

**APPROPRIATION ITEM TRANSFERS\***

For the Fiscal Year Ended August 31, XXXX

**ITEM OF APPROPRIATION**

			<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
<b>A.</b>	<b>Goal: (List Goal Name Here)</b>				
	Strategies:				
A.1.1.	(appn no.)	List Strategy Name Here	\$ 756,169	\$ (125,000)	\$ 631,169
A.2.1.	(appn no.)	List Strategy Name Here	671,507	(55,000)	616,507
A.3.1.	(appn no.)	List Strategy Name Here	1,292,685	(350,000)	942,685
	(appn no.)	List Strategy Name Here	1,067,685	(125,000)	942,685
A.4.1.	(appn no.)	List Strategy Name Here	98,513	(25,000)	73,513
A.5.1.	(appn no.)	List Strategy Name Here	359,775	(16,500)	343,275
A.6.1	(appn no.)	List Strategy Name Here	3,721,646	(1,546,000)	2,175,646
	Total, Goal A: (List Goal Name Here)		<u>\$ 7,967,980</u>	<u>\$ (2,242,500)</u>	<u>\$ 5,725,480</u>
<b>B.</b>	<b>Goal: (List Goal Name Here)</b>				
	Strategies:				
B.1.1	(appn no.)	List Strategy Name Here	\$ 2,749,463	\$ (50,000)	\$ 2,699,463
B.2.1	(appn no.)	List Strategy Name Here	111,095	(1,500)	109,595
B.3.1	(appn no.)	List Strategy Name Here	1,153,663	(311,000)	842,663
B.4.1	(appn no.)	List Strategy Name Here	3,027,610	(24,695)	3,002,915
B.5.1	(appn no.)	List Strategy Name Here	350,000	(2,393,713)	(2,043,713)
B.6.1	(appn no.)	List Strategy Name Here	25,000	(498,171)	(473,171)
B.7.1	(appn no.)	List Strategy Name Here	1,066,799	(65,000)	1,001,799
	(appn no.)	List Strategy Name Here	1,987,594	(985,795)	1,001,799
B.8.1.	(appn no.)	List Strategy Name Here	1,273,264	(64,375)	1,208,889
B.9.1.	(appn no.)	List Strategy Name Here	350,000	(855,409)	(505,409)
	Total, Goal B: (List Goal Name Here)		<u>\$ 12,094,488</u>	<u>\$ (5,249,658)</u>	<u>\$ 6,844,830</u>
<b>C.</b>	<b>Goal: (List Goal Name Here)</b>				
	Strategies:				
C.1.1	(appn no.)	List Strategy Name Here	\$ 234,937	\$ (56,498)	\$ 178,439
C.2.1	(appn no.)	List Strategy Name Here	680,690	(125,752)	554,938
C.3.1.	(appn no.)	List Strategy Name Here	10,905	-	10,905
	Total, Goal C: (List Goal Name Here)		<u>\$ 926,532</u>	<u>\$ (182,250)</u>	<u>\$ 744,282</u>
<b>D.</b>	<b>Goal: (List Goal Name Here)</b>		\$ -	\$ (11,351,402)	\$ (11,351,402)
<b>E.</b>	<b>Goal: (List Goal Name Here)</b>		\$ -	\$ (1,963,190)	\$ (1,963,190)
<b>F.</b>	<b>Goal: (List Goal Name Here)</b>		<u>7,674,408</u>	<u>(7,674,408)</u>	<u>\$ -</u>
	<b>NET APPROPRIATION ITEM TRANSFERS</b>		<u><u>\$ 28,663,408</u></u>	<u><u>\$ (28,663,408)</u></u>	<u><u>\$ -</u></u>

\* This schedule does not include Benefit Replacement Pay transfers or Rider Reduction transfers.

## HUB Strategic Plan Progress Reports (Attachment C)

(Actual for FY05, Actual for FY06 and Goal for FY07)

Each agency or institution is required to prepare a written plan for increasing its use of Historically Underutilized Businesses (HUBs) in purchasing (good and services) and in public works contracts (construction) as part of its strategic plan.

The Texas Building and Procurement Commission (TBPC), in cooperation with the State Auditor's Office has developed a standard form for your agency's or institution's HUB Strategic Plan Progress Report. This form is illustrated below. (See "Unaudited, Sample Agency (400), HUB Strategic Plan Progress Report" below.)

On the form, please complete your actual HUB percentages as published in the State of Texas Annual HUB Report for FY04 and for FY05, and your agency's goals for FY06.

Please refer to the *FY05 State of Texas Annual HUB Report* to complete your agency's actual HUB goals for FY05. The report may be viewed on the Internet at <http://www.tbpc.state.tx.us/hub/hubreport/fy5/index.html>

Please refer to the FY06 Annual HUB Report to complete your agency's or institution's actual HUB goals for FY06. The report is available at <http://www.tbpc.state.tx.us/hub/hubreport/fy6/index.html>

***HUB goals for FY07 should be based on the Texas Disparity Study and Chapter 111 of TBPC Rules.*** Each agency or institution should determine and approve which HUB goals to use. Agencies and institutions have the option of using the unadjusted/overall goal, adjusted HUB goal, and/or other HUB goals for each of the six procurement categories.

The HUB Strategic Plan Progress Reports are due in the format pursuant to TEX. GOV'T CODE, § 2161.124 (b) (Vernon 2002). Please do not submit your report to the TBPC.

The HUB reporting data available on the Internet is free, and agencies and institutions are highly encouraged to access it.

To receive a hard copy of the HUB Report, please contact TBPC at 512-463-5872.

ATTACHMENT C  
**Unaudited**  
**Sample Agency (400)**

**HUB STRATEGIC PLAN PROGRESS REPORT**

For the Fiscal Year Ended August 31, XXXX

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 05*	Actual for FY 06*	Goal for FY 07**
Heavy construction other than building contracts			
Building construction, including general contractors and operative builders contracts			
Special trade construction contracts			
Professional services contracts			
Other services contracts			
Commodities contracts			

\* **Actual** = Percent spent with HUBS from HUB report.

\*\* **Goal** = Strategic Plan HUB goal.

\_\_\_\_\_  
 Prepared By

\_\_\_\_\_  
 APPROVED BY *(Signature Required)*

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Phone Number



## Indirect Cost Schedule (Attachment D)

The format for completing the Indirect Cost Schedule shown below is as follows:

- A. The Total Payroll Related Costs in Part A must reconcile to the Total Payroll Related Costs line-item reflected in Exhibit II – Combined Statement of Revenues, Expenditures, and Changes in Fund Balance – All Governmental Fund Types, Expendable Trust Funds, and Discretely Presented Component Units of the Annual Financial Report (AFR). However, the schedule requires that the payroll-related costs be itemized. Since the amounts for Benefit Replacement Pay (BRP) and Workers’ Compensation payments are not included in the Payroll Related Costs, they are itemized separately.
- B. This section will contain costs that are not reported in the AFR (if applicable). Examples of such costs that are made by other agencies on your behalf are bond debt service payments made by the Texas Building and Procurement Commission (TBPC) or Texas Public Finance Authority (TPFA).
- C. This section will contain costs allocated to each agency by the Governor’s Office in the Statewide Cost Allocation Plan (Full Cost Method). The costs are based on actual expenditures from FY06. This data is available on the Internet at <http://www.governor.state.tx.us/divisions/stategrants/guidelines/view>. The data is provided by the Governor’s Office to each of the agencies listed below:

1. Court Reporter Certification Board (204)	24. Texas Structural Pest Control Board (472)
2. Texas Building and Procurement Commission (303)	25. Polygraph Examiners Board (474)
3. Department of Assistive and Rehabilitative Services (538)	26. Texas Racing Commission (476)
4. Department of Aging and Disability Services (539)	27. Research & Oversight Council on Worker’s Compensation (478)
5. Real Estate Commission (329)	28. Department of State Health Services (537)
6. Texas Department of Housing and Community Affairs (332)	29. Board of Barber Examiners (502)
7. Board of Tax Professional Examiners (337)	30. Board of Medical Examiners (503)
8. Office of Public Insurance Counsel (359)	31. Board of Dental Examiners (504)
9. Texas Lottery Commission (362)	32. Texas Cosmetology Commission (505)
10. Department of Public Safety (405)	33. Board of Nurse Examiners (507)
11. Texas Commission on Fire Protection (411)	34. Board of Chiropractic Examiners (508)
12. Savings & Loan Department (450)	35. Board of Vocational Nurse Examiners (511)
13. Department of Banking (451)	36. State Board of Podiatry Medical Examiners (512)
14. Department of Licensing & Regulation (452)	37. Texas Funeral Service Commission (513)
15. Texas Workers’ Compensation Commission (453)	38. Optometry Board (514)
16. Texas Department of Insurance (454)	39. Board of Pharmacy (515)
17. Board of Plumbing Examiners (456)	40. Board of Examiners of Psychologists (520)
18. Texas State Board of Public Accountancy (457)	41. Executive Council on Physical & Occupational Therapy Examiners (533)
19. Alcoholic Beverage Commission (458)	42. Board of Veterinary Medical Examiners (578)
20. Texas Board of Architectural Examiners (459)	43. Texas Commission on Environmental Quality (582)
21. Board of Registration for Professional Engineers (460)	44. Texas Education Agency (701)
22. Texas Board of Land Surveying (464)	45. State Board for Educator Certification (705)
23. Consumer Credit Commission (466)	

Note: The Indirect Cost Schedule is a mandatory requirement for the agencies listed above.

ATTACHMENT D  
**Unaudited**  
**Sample Agency (400)**

**INDIRECT COST SCHEDULE**

For the Fiscal Year Ended August 31, XXXX

**A. Payroll-related Costs**

*(must reconcile to Exhibit II, Annual Financial Report)*

FICA Employer Matching Contribution	\$	XX
Group Health Insurance		XX
Retirement		XX
Unemployment		XX
FICA Employee Share Paid by State		XX

<b>Total Payroll-related Costs</b>		<b>\$ XXX</b>
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Workers' Compensation		XX
Benefit Replacement Pay (BRP)		XX

<b>Total Workers' Compensation and BRP</b>		<b>\$ XXX</b>
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**B. Indirect Costs**

*(not reported on operation statements)*

Bond Debt Service Payments		
TBPC	\$	XX
TPFA		XX
Other (if applicable)		XX

<b>Total Indirect Costs</b> <i>(not reported on operating statements)</i>		<b>\$ XXX</b>
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**C. Indirect Costs - Statewide Full Cost Allocation Plan**

*(based on FY 06 Data)*

Comptroller	\$	XX
TBPC		XX
Attorney General		XX
Etc.		XX

<b>Total Indirect Costs - Statewide Full Cost Allocation Plan</b>		<b>\$ XXX</b>
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<b>TOTAL INDIRECT COSTS</b>		<b>\$ X,XXX</b>
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## **Schedule of Professional/Consulting Fees and Legal Service Fees (Attachment E)**

The instructions for completing the schedule are as follows:

- A. This schedule should be an itemized statement of all fees paid by the state agency for professional and consulting services provided under Chapter 2254, Government Code. The statement will include the name of each person receiving fees and the reason for the provision of the services.
- B. This schedule will also include an itemized statement of all legal services paid by the state agency, other than services provided by an employee of the agency or the Attorney General's Office. The statement will include the name of each person receiving fees and the reason for the provision of the services.

### ***Professional Fees and Services (DAFR8960)***

The USAS Professional Fees Report provides the data necessary to complete the schedule of Professional/Consulting Fees and Legal Service Fees. ***This report must be run with the PERIOD field set to PY; otherwise, the accounting event table will not pick up the correct balances.*** The program was written to include only the period that is requested. For instance, if the report request period is input as 13 and the FY is 06, the only information that the report will display is the entries for period 13 that have an effective date of August 31, 2006.

**Note:** For reporting agencies, this report must be run on the first Friday of the month so the inactive accounting event table can be loaded; i.e., September 1 is the first Friday this report can be ordered. Without the inactive accounting event table loaded, only a portion of the year would be listed on the report.

ATTACHMENT E  
**Unaudited**  
**Sample Agency (400)**

**PROFESSIONAL/CONSULTING FEES AND LEGAL SERVICE FEES**  
For the Fiscal Year Ended August 31, XXXX

**Professional/Consulting Fees**

Name	Type of Service Rendered	Amount
A&I Associates, Inc.	Surveying	\$ 136
A&I Associates, Inc.	Engineering	13,124
A.E. (Jake) Whitton	Surveying	1,808
American Association of State Highways and Transportation Officials	Consulting	1,720
Accident Reconstruction Engineers	Expert Witness Fees	237
Adams Consulting Engineers, Inc.	Surveying	854
Adling Associates Architects	Architectural	157
Agra Earth & Environmental, Inc.	Architectural/Engineering	11,992
Alamo Area Council of Governments	Engineering	179
Alamo Consulting Engineering & Surveys	Surveying	1,793
Albert H. Halff & Associates	Surveying	293
Albert H. Halff & Associates	Engineering	1,933
Albert H. Halff & Associates	Expert Witness Fees	124
All County Survey	Surveying	199
Allied Consultants, Inc.	Computer	20
Alvidrez Associates, Inc.	Architectural	614
Amarillo Technical Center	Educational	1,359
Ambiotech Environmental Consultants	Engineering	568
Ambiotech Environmental Consultants	Consulting	157
Ambrose & McEnany Architects	Architectural	288
Ameridata of Texas	Consulting	335
Ameridata of Texas	Technical Data Compilation	567
Andrew Lonnie Sikes, Inc.	Surveying	660
Attorney General of Texas	Legal	30,000

Total Professional/Consulting Fees \$69,117

**Legal Service Fees**

Barton-Aschman Associates, Inc.	Legal	\$28,266
Mary Ann Bishop	Legal	6,584
Fleckman & McGlynn	Legal	2,031
Vinson & Elkins	Legal	52,801
Lopez & Associates	Legal	14,201

Total Legal Service Fees \$103,883

Total Professional/Consulting Fees and Legal Service Fees \$173,000

## Schedule of Space Occupied (Attachment F)

Complete the Schedule of Space Occupied (shown below) as follows:

- A. The first section of this schedule will account for space occupied in state-owned buildings. The location, address, and area of square feet occupied are the only columns that need to be completed.
- B. The second section of this schedule will account for free space occupied. The location, address, and area of square feet occupied will need to be completed.
- C. The third section of this schedule will account for leased space occupied. All columns need to be completed.
- D. Provide a statement of the state agency's or institution's progress toward achieving the objective provided by Section 2165.104, Government Code, if the agency is subject to that section.
- E. The last column of the report can be used to provide other pertinent information helpful to describe the state agency's or institution's use of space.

### Definitions:

Usable Square Feet – The amount leased in square feet.

FTE's – Full Time Equivalent Employees per site. Employees who occupy space, calculated by totaling all staff hours per week, per site and dividing by 40. Example: The number of FTEs in building XXX is 30 Full Time Employees (@40 hours/week) + 15 Part Time Employees (@26 hours/week) + 2 Part Time Volunteers (@15 hours/week) + 2 Full Time Contractors (@40 hours/week). The total number of staff hours worked is  $1,200 + 390 + 30 + 80 = 1,700$  hours. The total of FTEs for this site is  $1,700/40 = 42.5$ , or 43 FTEs. The total FTEs need to be reported per site.

**ATTACHMENT F**  
**Unaudited**  
**Sample Agency (400)**

**SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, XXXX

Location	Address	Lessor	Lease No.	Type	Usable Sq. Ft.	FTEs	Rental Per Month		Actual Annual Cost	Comments
							Cost Per Sq. Ft.	Cost Per Month		
<b>State-owned Buildings:</b>										
Austin	Sam Houston Bldg				28,500					
	Price Daniel Bldg				12,500					
					41,000					
<b>Free Space:</b>										
Victoria	County Courthouse				2,000					
					2,000					
<b>Leased Space:</b>										
Dallas	708 Magnolia	Kroger Equity	6009E	Warehouse	6,975	1.7000	11,857.50	142,290.00	Effective 09/01/1990-8/31/xxxx	
Houston	1720 N. 50th	TMC Prince Co	7112#	Office	8,010	0.8998	7,207.40	86,488.80	Lease expires 08/31/xxxx	
Arlington	708 Avenue K	Morris Ellis	2107E	Office	14,780	0.8100	11,971.80	143,661.60		
Arlington	720 Avenue K	Morris Ellis	2109E	Storage	1,000	0.5500	550.00	6,600.00	Lease expires 10/31/xxxx	
					<b>\$ 30,765</b>		<b>\$ 31,586.70</b>	<b>\$ 379,040.40</b>		

## **Schedule of Recycled, Remanufactured and Environmentally Sensitive Purchases (Attachments G-1 and G-2)**

Each state agency and institution of higher education is responsible for compiling a final recycled product report by combining the Texas Building and Procurement Commission's (TBPC's) Central Procurement Services (CPS) Division *nondelegated* recycled, remanufactured, and environmentally sensitive report and the state agency's or institution's *delegated* recycled, remanufactured, and environmentally sensitive purchases.

A state agency shall at a minimum report:

1. The total amount spent in each recycled, remanufactured, and environmentally sensitive categories (E1, E2 and E3 respectively) including any 1<sup>st</sup> Choice products within these categories;
2. The total amount spent on each of the 1<sup>st</sup> Choice commodity groups;
3. The total amount spent on each of the virgin equivalents of the 1<sup>st</sup> Choice commodity groups (applies when a virgin product was selected instead of a 1<sup>st</sup> Choice product); and
4. A summary of the total number of justification letters for each 1<sup>st</sup> Choice targeted commodity signed by the agency's executive director in the agency's procurement file and on file with TBPC's Procurement Review Section. An exception justification letter is required when a virgin equivalent product is purchased instead of the 1<sup>st</sup> Choice designated product.

Note 1: CPS's Non-Delegated Recycling Report includes only open market and automated term contract purchases made through CPS. The Non-Delegated Recycling Report does not include non-automated contract purchases nor purchases made through the Central Store.

Note 2: For purposes of submitting this report, the term "state agency" *does* include a university system or institution of higher education.

**If you have any questions regarding the recycling report, please contact the Texas Building and Procurement Commission at 512-463-3034 or [Christy.ennen@tbpc.state.tx.us](mailto:Christy.ennen@tbpc.state.tx.us)**

ATTACHMENT G-1  
**Unaudited**  
**Sample Agency (400)**

**AGENCY REPORT OF RECYCLED, REMANUFACTURED AND ENVIRONMENTALLY SENSITIVE PURCHASES**

For the Fiscal Year Ended August 31, XXXX

Point of Contact: Moe Information  
 Phone Number: 512-555-5555  
 E-mail Address: moe.information@sa.state.tx.us

Category	Description	Total Expenditures
Total E1, <i>Including 1st Choice</i>	Recycled	\$ 18,521.29
Total E1, <i>Including 1st Choice</i>	Remanufactured	\$ 6,858.96
Total E1, <i>Including 1st Choice</i>	Environmentally Sensitive	\$ -
Total E1, E2, and E3 <i>Includes Recycled 1st Choice Targeted Totals</i>		<u>\$ 25,380.25</u>

FY XXXX 1st Choice Targeted Commodities	Expenditures			% Spent on 1st Choice Products 100*[A/(A+B)]
	1st Choice Products [A]	Virgin Counter-part [B]	Total [A+B]	
Motor Oil & Lubricants	\$ -	\$ -	\$ -	
Toilet Paper, Seat Covers & Paper Towels	\$ 1,473.00	\$ -	\$ 1,473.00	100%
Printing Paper, Copier Paper & Computer Paper	\$ 12,695.02	\$ -	\$ 12,695.02	100%
Business Envelopes	\$ 210.40	\$ -	\$ 210.40	100%
<b>Total 1st Choice Targeted Commodities</b>	<b>\$ 14,378.42</b>	<b>\$ -</b>	<b>\$ 14,378.42</b>	<b>100%</b>

Summary of Total Number of Justification Letters	Total Cost	Total Quality	Total Not Available	Total Other
Motor Oil & Lubricants				
Toilet Paper, Seat Covers & Paper Towels				
Printing Paper, Copier Paper & Computer Paper				
Business Envelopes				
<b>Total Number(s)</b>	0	0	0	0



ATTACHMENT G-2  
**Unaudited**  
**Sample Agency (400)**

**AGENCY REPORT OF RECYCLED, REMANUFACTURED AND ENVIRONMENTALLY SENSITIVE PURCHASES**  
For the Fiscal Year Ended August 31, XXXX

Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Category	Description	Total Expenditures
Total E1, <i>Including 1st Choice</i>	Recycled	\$ -
Total E1, <i>Including 1st Choice</i>	Remanufactured	\$ -
Total E1, <i>Including 1st Choice</i>	Environmentally Sensitive	\$ -
Total E1, E2, and E3 <i>Includes Recycled 1st Choice Targeted Totals</i>		<u>\$ -</u>

FY XXXX 1st Choice Targeted Commodities	Expenditures			% Spent on 1st Choice Products 100*[A/(A+B)]
	1st Choice Products [A]	Virgin Counter-part [B]	Total [A+B]	
Motor Oil & Lubricants	\$ -	\$ -	\$ -	%
Toilet Paper, Seat Covers & Paper Towels	\$ -	\$ -	\$ -	%
Printing Paper, Copier Paper & Computer Paper	\$ -	\$ -	\$ -	%
Business Envelopes	\$ -	\$ -	\$ -	%
<b>Total 1st Choice Targeted Commodities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>%</b>

Summary of Total Number of Justification Letters	Total Cost	Total Quality	Total Not Available	Total Other
Motor Oil & Lubricants				
Toilet Paper, Seat Covers & Paper Towels				
Printing Paper, Copier Paper & Computer Paper				
Business Envelopes				
<b>Total Number(s)</b>				

