



Strategic Plan - Athletics Business Office

MISSION STATEMENT

The mission of the Texas Tech Department of Intercollegiate Athletics Business Office is to provide accurate and complete financial accounting and business services and information to its customers.

VISION STATEMENT

The Athletics Business Office will be recognized, by external and internal customers, for its excellence in providing reliable and timely business services.

CORE VALUES

The Athletics Business Office is committed to the values of excellence, accountability and service.

Goal I. Advancement and Accountability in Business and Accounting Services: Provide reliable and timely business services and information.

Benchmarks for Goal I

1. Monthly Budget Status Reports to Head Coaches and Department Heads.
2. Complete National Collegiate Athletics Association audit each year.
3. Complete all necessary National Collegiate Athletics Association and/or other external financial reports.
4. Compile all necessary information for Equity in Athletics Disclosure Act Report.
5. Research National Collegiate Athletic Association Audit.
6. Budget Status Reports completed.
7. Respond and report information to the President's office as requested.
8. Complete all other internal and external reports.



Goal II. Engagement: Enhance the Department's reputation for fiscal responsibility and customer service.

Benchmarks for Goal II

1. Make all disbursements on time pursuant to billing invoices.
2. Collect all cash receipts by contract dates.
3. Provide complete and accurate financial formation to media and other sources.
4. Distribute business related policies and procedures to Athletics staff.
5. Communicate and enforce all Athletics Department and University policies.
6. Provide timely and efficient Business Services for departmental staff.
7. Provide timely and efficient Ticket Services to all customers.
8. Provide accurate and complete financial information to University officers.

Goal III. Pride and Partnerships: Build and maintain partnerships and alliances with essential publics.

Benchmarks for Goal III

1. Develop and maintain quality relationships with all coaches and staff.
2. Develop and maintain quality relationships and good standing with the Big 12 and NCAA.
3. Provide complete and accurate financial information to University Departments and to Athletics personnel.
4. Comply with University policies.
5. Share financial information with other Universities to establish strong relationships with other universities.

Goal IV. Technology: Maximize the use of technology in providing services and information.

Benchmarks for Goal IV

1. Upgrade and update all accounting software.
2. Upgrade and update all ticketing software and utilize capabilities.
3. Upgrade and then maintain state-of-the-art computer technology.
4. Continue to evaluate and Increase number of workstations as necessary.
5. Match Athletics Department software to University Software.