February 7th (Tuesday)
The Expense Report for billing cycle February 2012 will be available to print starting today.

February 14th (Tuesday) 1:00 PM CST
FOAP reallocations and descriptions to be notated in Citi must be processed for the February cycle ending 2/03 by February 14th.

February 29th (Wednesday)
The Expense Report for February 2012 with all supporting documentation is due for review.
Mail your records to: Lindsey Myers Payment Services LBK STOP 6283

March 1st (Thursday)
If the records are not received by Wednesday, February 29th, the card will be suspended on March 1st.

The complete review process is outlined in the Post Payment Review Process located at the link below.
http://www.fiscal.ttuhsce.edu/busserv/pcard/forms.aspx

All December expense reports are available in Laserfiche unless the PCard team has contacted the cardholder for more documentation. Also on the website above, is the form to complete to gain access to view PCard documents in Laserfiche.

OP 72.15; when a department can anticipate that purchases of goods and services to a single vendor during a fiscal year will exceed $5,000.00, the purchasing card should not be used to that vendor without the written approval of the Director of Purchasing (OP 72.01).

In Citi, there is a report now available called Spend Analysis by Merchant. Cardholders and allocation users now have the ability to run the report based on the fiscal year date range starting with posting date 09/03/2011 thru xx/xx/xxxx to ensure the policy above is followed.
Note: xx/xx/xxxx must be dated 2 days prior to the date request.
Reminder: Prohibited Purchases on the PCard

- Awards and Prizes (see HSC OP 72.03)
- Chemicals and other potentially hazardous materials
- Consulting, Medical Services, Personal or Professional Services
- Controlled Assets > $500 (Shipping included)
  - At any cost – Hand guns, rifles, machine guns, etc.
  - With a cost between $500 and $4,999.99 – Cameras, computers (including peripherals), printers, stereo systems, video recorder/laser disk player (TV, VCR, and camcorder), projectors and etc.
- Donations, Contributions & Sponsorships
- E Bay Purchases
- Lease or Rental of Space
- Malpractice Insurance
- Medical Licenses for states other than the State of Texas
- Notary Applications
- Payments to Patient/Study Participants
- Paypal Services
- Supplies (Medical, Pharmaceuticals, and Office) require use of the Institutional Supply Contract unless a deviation approval has been received from Purchasing
- Temporary Personnel
- Travel Related Purchases i.e. airline ticket, hotel and rental car reservations, restaurant services within a hotel complex, and internet services, etc.

Reminder: Vendors Blocked on the Purchasing Card

American RadioLabeled Chemicals
Bio-Rad
Cambridge Isotope Laboratories
Cole Parmer
E Biosciences
EMD Chemicals
Fisher
Irvine Scientific
Life Technologies (Invitrogen)

MP Biomedicals
New England BioLabs
PerkinElmer
Promega
Qiagen (includes SABiosciences)
Sigma-Aldrich
VWR
Worthington BioChemical Corp

Chemical and other potentially hazardous material and other supply orders must be processed through TechBuy. If you have any questions, contact Victor Means at victor.means@ttuhsc.edu or Felis Kennedy at felicitas.kennedy@ttuhsc.edu with Safety Services.

Other Vendors Blocked for Use on the Purchasing Card
Aqua One, Inc - Cappetto’s Italian Restaurant - Midtown Printing - WesTex Document, Inc