STTAEMT ENENDING 06/07/10  
Transactions 05/06/10 through 06/07/10

Transaction Adjustments or Reallocations for statement ending 06/07 will need to be processed in Pathway Net by **5:00pm, Wednesday, June 23rd.**

Please do not make any changes to the 06/07 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that Payment Services will process to Banner on following Thursday.

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**Food & Entertainment Information Form**

As a reminder, you may use the new Food and Entertainment Form to document your F&E transactions. This can be found on the P Card website, [http://www.fiscal.ttuhscc.edu/busserv/pcard/](http://www.fiscal.ttuhscc.edu/busserv/pcard/), under forms.

Once completed, this form must be attached to your receipt or invoice and will provide all necessary information to validate the transaction as a valid business expense.

If preferred, you may continue to use the Direct Pay system to document your PCard Food and Entertainment expenses.