Vendors Blocked on the Purchasing Card

The following list of vendors has been blocked for use on the PCard:

- American RadioLabeled Chemicals
- Bio-Rad
- Cambridge Isotope Laboratories
- Cole Parmer
- E Biosciences
- EMD Chemicals
- Fisher
- Invitrogen
- Irvine Scientific
- MP Biomedicals
- New England BioLabs
- PerkinElmer
- Promega
- Qiagen
- Roche
- Sigma-Aldrich
- VWR
- Worthington BioChemical Corp

Chemicals and other potentially hazardous materials and other supplies must be placed 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.

Reimbursement to the PCard

As a reminder, if reimbursement by check or cash is required, a Departmental Deposit Information Sheet (DDIS) must be utilized.

The check or cash and the DDIS must be sent to the Purchasing Card Coordinator for correct processing. A copy of the form must also be maintained in the transaction binder. The DDIS form may be found at: http://www.fiscal.ttuhsce.edu/accounting/forms/.