January 26, 2012

OP 72.03 Direct Pay Expenditures

Information regarding a specific category will be sent each month in a Direct Pay System Update.

Advertising (page 2, § 2 b):

Preferred method of payment –

**Direct Pay System** *

**Department Purchasing Card** *

Employee Reimbursements Allowed – **No**

State & Local Funds – **Yes**

*ALL foreign transactions for goods and services must be reviewed by the PCard team. Contact Lindsey.Myers@ttuhsc.edu.

Sub Categories: Classified – Billboards – Radio – Television

Required documentation:
Invoice and copy of the ad from the paper/magazine or tear sheets depending on the media.

Important: It is the responsibility of the department to have all recruitment ads reviewed by Human Resources before publishing in print or online.

Please send all questions or suggestions to Accounts.Payable@ttuhsc.edu