

TTUHSC DIRECT PAY SYSTEM UPDATE

Page 1 of 2

November 3, 2011

OP 72.03 Direct Pay Expenditures

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



Food and entertainment (page 5, § 2 e):

See next page for list of sub categories

Preferred method of payment – *Department Purchasing Card*

Employee Reimbursements Allowed – *Yes**

State & Local Funds – *Local funds only*

Direct Pay System Categories

Accreditation
Advertising
Awards, Prizes and Gifts
Correctional care contracts
Donations to charitable organizations
Food and entertainment
Interlibrary loan
Legal expenditures
Lodging-direct bill
MPIP Refunds
Magazine/journal subscription
Membership dues
Patient/study participant expenditures
Postage
Professional license fee
Registration
Sponsorship to Charitable
Organizations
Utilities

* The original signature of the employee's supervisor is required if the fund manager approving the transaction in the Direct Pay System is not their immediate supervisor.

Proof of payment documentation is required. A copy of the cancelled check or bank statement showing the payment will need to be attached to the transaction - IDHxxxxx.

Note: Expenses for official functions, business meetings and entertainment that aggregate to \$500 or more must be approved in writing by the President, Dean, Regional Dean, or Vice President **in advance of incurring the expense.** The Pre-Approval Form (OP 72 .16 - Attachment A) must be completed, signed, and attached to all payment requests in the Direct Pay System or, if paying with the Purchasing Card, be filed with the department's purchasing card transactions as documentation.



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

TTUHSC DIRECT PAY SYSTEM UPDATE

Page 2 of 2

Sub Categories for Food And Entertainment

Approved Club Fees

Business Meeting

Coffee/Soft Drinks and Water/Srvc

Conference

Guard Meal

Holiday Event

Official Function

Recruiting Event

Resident Meal

Retirement

Business Meeting

A clear business purpose of the meeting MUST be provided.

A complete list of all attendees, including title and department and/or company/institution, is required.

Holiday Event

Each department is allowed one annual event, usually at Thanksgiving or Christmas. The expenditure for the food is limited to a total cost not to exceed \$20 per employee or \$40 for employee and spouse/guest.

A department may choose to provide employees with hams or turkeys in lieu of a meal. Gift certificates cannot be purchased to distribute to employees that go to a supermarket to purchase a ham or turkey. Departments must coordinate with the vendor to allow employees to pick up the ham or turkey directly from the vendor's place of business with a vendor voucher. Departments are allowed to provide the meal or the hams/turkeys, but not both at the expense of the institution. The maximum cost for hams/turkeys is \$20 each. This limitation is not intended to be interpreted that each employee must receive a value of \$20.

Refer to OP 72.16 Official Functions, Business Meetings and Entertainment



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