

## Laserfiche/Weblink Information

### Access to Purchasing Card Documentation

- If you already have access to the Business Affairs Repository in Laserfiche/Weblink, complete the PCard Access Form at <http://www.ttuhs.edu/gs/documentsservices/PCardAccess.pdf>. Scan and email it to [arthur.pare@ttuhs.edu](mailto:arthur.pare@ttuhs.edu) or fax it to 806.743.2759
- If you do not have access to Laserfiche/Weblink you will need to go to: [http://www.ttuhs.edu/gs/documentsservices/confidentiality\\_agreement.pdf](http://www.ttuhs.edu/gs/documentsservices/confidentiality_agreement.pdf) Fill out the Confidentiality Statement to gain access to the Business Affairs repository and the Pcard Access Form (above) and scan and email them to [arthur.pare@ttuhs.edu](mailto:arthur.pare@ttuhs.edu) or fax it to 806.743.2759

### Searching for Purchasing Card Documentation

- Records may be viewed by searching the last six digits of the card or the name of the cardholder, using the field search option and choosing PCARD as the template.

### Billing on Default FOP of the Purchasing Card

- If the department and/or cardholder wants another FOP charged other than the default FOP tied to each card, an email requesting this change should be sent to [pcard@ttuhs.edu](mailto:pcard@ttuhs.edu).

### Retention of Purchasing Card Documentation

- Original documentation will be kept for 3 years plus the current Fiscal Year in Payment Services' storage. If an original receipt is needed for returned items, send an email to [pcard@ttuhs.edu](mailto:pcard@ttuhs.edu).

### Some tips for preparing the records for scanning:

- ✓ Remove all staples
- ✓ Do not place transparent tape over invoice/receipt transaction date, amount, description of item, or vendor name. The tape "fades" the printed info.
- ✓ If the full 16 digit card number is notated on any supporting document, block out the first ten digits of card number and the 3 digit security code.