

# Payment Services Training





# Agenda

- End of Fiscal Year 24 Reminders
- Receiving
- PCard OP Review
- PCard Reminders

# End of FY24 Reminders

## Accounts Payable

- Create Receipts in TechBuy.
- Verify funding is available on Purchase Order to allow payment.
- Submit invoices in IMS.
- 9/05/2024 – FY24 invoices and receiving are due to payment services.

## PCard

- 8/21/2024 - Purchases for FY 24 should be completed.
- 9/03/2024 – Statement close date. PCard expense reports should be submitted in Chrome River throughout August to ensure posting by statement close date.
- 9/03/2024 – Charges and transactions on or after 9/3/2024 will be applied to FY25 funds.
- 8/22/2024 – 9/03/2024 – Do not use the PCard to ensure your transactions post in FY24.

## Travel

- 8/30/2024 – Pre-Approval Reports to be applied against FY24 funds must be submitted.
- 9/05/2024 – Travel Expense Reports and required documentation must be submitted and approved by the Travel Office.

Business Affairs Calendar containing important dates <https://www.fiscal.ttuhscc.edu/fsm/calendar.aspx>

# Receiving

## Receiving

- Per OP 72.09 – Stamp all invoices with the date that the invoice was received directly from the vendor. For invoices received by email, the email must be submitted with the invoice to show the date the invoice was received from the vendor.
- Per OP 72.10 - Departments must enter receiving information in TechBuy within 3 days after the goods are received or services are completed.
- Enter “Receipt Date” as the actual date the goods are received or the services are provided.
- Input invoice number into the notes section of receipt.
- If goods are not received, lost, or damaged, please add a comment on the PO with documentation from the vendor. This will inform us that receiving is not required for that item.
- If there is an issue with shipping on a particular item, please add a comment on the PO with documentation from the vendor (if available). This will inform us that receiving cannot be completed and shipment has been delayed.
- NOTE: If a new PO is created due to prior PO closed, New Vendor etc. – please remember to complete receiving on the new PO. Receiving is required before payment can be made.

## Returns/Credit Memos

- If goods have not been received or returned and the department is aware a credit is owed, the department should follow up until the credit is received and processed.

# PCard OP Review

## OP72.15 – Purchasing Card Program

- Contact Purchasing PRIOR to incurring an expense if you are unsure whether it is proper.
- BEFORE purchasing goods or services over \$500 with the purchasing card, Texas Government Code Section 2252.903 requires that the cardholder must verify if a potential vendor is indebted to the State of Texas and identified as being on Warrant Status Hold.
  - A screenshot of the Vendor Hold Search result must be attached to the expense report as verification the vendor was not on hold status at the time of purchase. The Vendor Hold Search must be done the day the transaction is processed.
  - Below is an example of a vendor that is on hold. If your vendor search displays as seen below, TTUHSC is unable to do business with this vendor.

### Vendor Hold Search


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Search terms: *ADVERTISING IDEAS*

07/15/2024 11:17:46 AM

<u>Vendor Name</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Estimated Relevance</u>
ADVERTISING IDEAS INC	AZLE	TX	76020	2.92

Rows displayed: 1

 [New query](#)

# PCard OP Review

## OP72.16 - Official Functions, Business Meetings, and Entertainment definitions:

- **Official Functions** are established events held for the purpose of institutional enhancement. Generally, they include institutional receptions, retreats, retirements, grand rounds, graduation events, and annual holiday events.
- **Business Meetings** are directly related to the conduct of official university business. There must be a clear and specific business purpose identified.
  - Expense reports must include what items were discussed and how this benefits the institution.
- **Entertainment** expenses occur to support a future benefit to TTUHSC. Examples include expenses for faculty recruitment and for cultivating potential donors or relationships.

# PCard Reminders

## **Business Purpose**

- Provide a detailed explanation providing the purpose and how the purchase benefits the institution. Please do not provide only a description of the items being purchased as these reports will be returned.

## **Promotional Items**

- Items purchased in bulk with a TTUHSC logo are considered promotional. Single items, such as, a cup or t-shirt are considered a gift. Approval from Marketing and Communications for artwork is required and must be attached.
- State funds cannot be used when purchasing promotional items.

## **Invoice Date Vs. Due Date**

- PCard should be used at time of purchase and not more than 2-4 days past invoice date.

## **Deviation Requests**

- All deviation requests, including IT-related items and software, should be emailed directly to [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) and Cc: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu) with the following information:
  - Verify the item(s) are not available to purchase through the punch-out.
  - Provide the vendor's name, item(s) description, and amount along with a link to the website if one is available.
  - Provide a business purpose and type of funds to be used.

# PCard Reminders

## Temporarily Limit Increases

- Before requesting a limit increase, verify the current amount available on the PCard.
- To request a temporary credit limit increase, email [PCard@ttuhsc.edu](mailto:PCard@ttuhsc.edu) and CC your fund manager. If you are the fund manager, copy your direct supervisor on the email request. Your request should include the approximate amount needed for the remainder of the cycle, as well as a brief description of what the funds will be used for.

## PCard Communication

- PCard questions (declines, temporary increases, etc.) should be emailed to [PCard@ttuhsc.edu](mailto:PCard@ttuhsc.edu). Emailing PCard staff directly could cause delay, as they could be out of the office.
- Comments made in Chrome River do not notify PCard staff when they are added. Please email [PCard@ttuhsc.edu](mailto:PCard@ttuhsc.edu)

## Unsure what is allowed, prohibited, or requires additional guidance?

Please visit the [Purchasing Card Checklist](#) – This is a great reference tool for beginners or as a refresher. If you have any questions, please contact [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu) or [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) **before** making the purchase.





# Questions

Contact Accounts Payable at  
[Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu)  
[Pcard@ttuhsc.edu](mailto:Pcard@ttuhsc.edu)  
[Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu)