



# TTUHSC PURCHASING CARD ANNOUNCEMENT

August 26, 2010

## **REMINDER**

You ONLY have until **Thursday, September 9th** to make your transaction adjustments or reallocations in Pathway Net for your **09/06** statement.

### **You Can Start Now!**

Transaction adjustments and reallocations can be done as soon as two days from the transaction date of any purchase. This means you can work on your **09/06/10** statement transactions now through Thursday, September 9<sup>th</sup>.

### **Caution when ordering for FY11**

P Card transactions that have a **post date** of 9/1, 9/2, 9/3, and 9/6 will be applied to FY10. Therefore, if you are ordering for FY11, do not order until **Tuesday, September 7<sup>th</sup>**.

If there are any questions, please email [lindsey.myers@ttuhsc.edu](mailto:lindsey.myers@ttuhsc.edu).