



# TTUHSC PURCHASING CARD ANNOUNCEMENT

September 17, 2008

**Important**

## **Access to Pathway Net FY09**

### **Users and Final Approvers:**

Because we are in a new Pathway Net Database the approval hierarchy must be manually set up. Therefore users and final approvers do not currently have access to this database. Currently only cardholders will be able to access Pathway Net FY09 at this time.

Please allow approximately two weeks for this information to be processed and normal access to resume. A second announcement will be made when Pathway Net FY09 is open to all users and approvers.

### **Cardholders:**

The new Pathway Net FY09 link will be available today September 17<sup>th</sup> at <http://www.fiscal.ttuhs.edu/busserv/pcard/>.

**Your previous logon ID is still valid; your logon ID will also be used as your password the first time you login. Please be sure to use all capital letters. You will be prompted to change your password and reset your security questions.**

**Helpful Hint:** Remember if you are denied access check for active pop-up blockers.

### **Direct Pay Notifications:**

Beginning FY09, Purchasing Card purchases for Food and Entertainment (F&E) will have two options for documentation.

You may enter the information in the FY09 Direct Pay system and your account manager will be notified of the purchase.

The second option will be to use a form to be published on the Purchasing Card website. This form will contain the necessary information to validate this business expense and kept with your Purchasing Card records.

For FY08, any F&E transactions not previously submitted may be documented in the FY08 Direct Pay system or may be documented on the new form to be released as stated above.

**Note: These changes will not affect user, final approver or cardholder's access to the old Pathway Net FY08 system. Statements may continue to be accessed on this system.**

**If you have any questions or concerns please contact [jessica.mcgaha@ttuhsc.edu](mailto:jessica.mcgaha@ttuhsc.edu) or 806-743-1889 ext 254. Thank you.**