



TTUHSC PURCHASING CARD ANNOUNCEMENT

December 1, 2011

OP 72.15 Purchasing Card Program Revised Effective November 30, 2011

*Please review the revised OP for changes that affect your area.
It is the responsibility of departmental administration to disseminate
the revisions to individuals in their respective departments.*

Some Highlighted Revisions:

Foreign Purchases

Goods and Services purchased from foreign vendors must be reviewed by the Program Coordinator before completing the order and making payment with the Purchasing Card.

Contact: Lindsey.myers@ttuhsc.edu

Ownership of Items Purchased with Institutional Funds

The Ownership Certification Form is no longer required for purchases of equipment or supplies made with institutional funds that remain the property of TTUHSC. See OP 72.03 for details.

New Review Process

Reviews will be performed on a monthly basis for each month ending cycle.

The Expense Report and its supporting documentation will be sent to Payment Services based on the month ending cycle. The monthly Pcard Update will announce the due date for each monthly review and when it is expected in Payment Services.

Benefits

- Timely approval/review by the fund manager/supervisor of all transactions in order to ensure that they are all legitimate business expenses.
- Recordkeeping of supporting documentation for each transaction will be done in a timely fashion and will reduce the need to ask for missing documentation after a review is completed.
- All documentation will be scanned in LaserFiche. This will help recover valuable office space that is taken up with 3 years plus current Pcard binders.
- LaserFiche will be available to all employees and HSC Internal Audit through Weblink. It will also allow a timely gathering of information for audits conducted by Federal and State Agencies

The complete review process is outlined at <http://www.fiscal.ttuhsc.edu/busserv/pcard/forms.aspx>