

PURCHASING CARD UPDATE

January 5, 2007



STATEMENT ENDING 01/05/07

Transaction Adjustments or Reallocations for statement ending **01/05** will need to be processed in Pathway Net by **5:00pm, Friday, January 19, 2007**.

Please do not make any changes to the **01/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Business Services will process on the following Monday.

REMINDER

Memberships/Registrations – It is important to code memberships and registrations properly in Pathway Net. The default based on the Merchant Category Code is 10-8203 (Professional Organizational Dues). If the transaction is for registration, please change the code in Pathway Net to 10-8206 (Registration Fees).

NOTES

Clarification on Prohibited Purchase – Computer Hardware, Peripherals and Software (Invoice Totaling >\$500). The software category includes purchase of new items and/or a renewal license for software already purchased.

Sales Tax Exemption



TTUHSC Exemption Status Letter - This letter should be submitted with the TTUHSC W-9 form or when other entities request tax exempt status verification for TTUHSC.
TTUHSC W-9 Form – This form should be used when other entities request tax payer identification information from TTUHSC.

The **TTUHSC W-9 Form and TTUHSC Exemption Status Letter** can be found at <http://www.fiscal.ttuhs.edu/busserv/pcard/forms.aspx>