



# TTUHSC PURCHASING CARD UPDATE

February 6, 2009

## STATEMENT ENDING 02/05/09

Transactions 01/06/09 through 02/05/09

Transaction Adjustments or Reallocations for statement ending **02/05** will need to be processed in Pathway Net by **5:00pm, Monday, February 16<sup>th</sup>**.

Please do not make any changes to the **02/05** 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 Tuesday.

### Payment of Membership Dues

HSC OP 72.03 page 2

Payment for membership dues on local funds may be processed with the departmental Purchasing Card provided the organization is on the approved membership list at <http://www.ttuhsu.edu/Admin/ProfSociety/>.

A screen print from the Professional Societies list showing the membership is approved is required as backup documentation in your PCard book.

Payment of membership dues on state funds is **prohibited on the PCard** and must be processed through the Direct Pay system.

### Cell Phone Accessories

Cell phone accessories **must** be purchased through the Communication Services department and is prohibited on the Purchasing Card.

To purchase cell phone accessories, please contact Communication Services. Please visit their website at <http://www.texastech.edu/it/commmsvs/staff/> for contact information.

### Reminder – Dell Orders

Dell is available in TechBuy as a punchout vendor. Therefore, Dell transactions are prohibited on the Purchasing Card and will be considered purchasing without authority.

If you have any problems utilizing this vendor in TechBuy please contact the Purchasing Department at (806)743-2190.