



TTUHSC PURCHASING CARD UPDATE

February 8, 2011

STATEMENT ENDING 02/07/11

Transactions 1/06/11 through 2/07/11

Transaction Adjustments or Reallocations for statement ending **2/07** will need to be processed in Pathway Net by **5:00pm, Friday, February 18th.**

Please do not make any changes to the **2/07** statement in Pathway Net after the deadline. The changes will not be reflected in the upload that Payment Services will process to Banner on the following Monday.

Purchasing Card Forms

Please visit the PCard website and save the New/Updated P Card Forms.

<http://www.fiscal.ttuhsu.edu/busserv/pcard/>

Click on Forms under Purchasing Card Online Tools

- Pre Approval Form (*now available in a fillable format*)
- PCard Food and Entertainment Substantiation (*now available in a fillable format*)
- PCard FY11 Missing Receipt Forms (**New**)
- PCard FY11 Transaction Log (**New**)

Please remove any older versions of these forms from your computer.