

TTUHSC PURCHASING CARD UPDATE

March 4, 2013

CITIBANK EXPENSE REPORT ENDING 3/01/2013

Transactions from 2/02/13 through 3/01/13

March 4th (Monday)

The **Expense Report** for billing cycle March 2013 will be available to print today.

March 14th (Thursday)

FOAP reallocations and descriptions to be notated in Citi must be processed for the March cycle ending **3/01** by **March 14th** by 1PM CST.

March 29th (Friday)

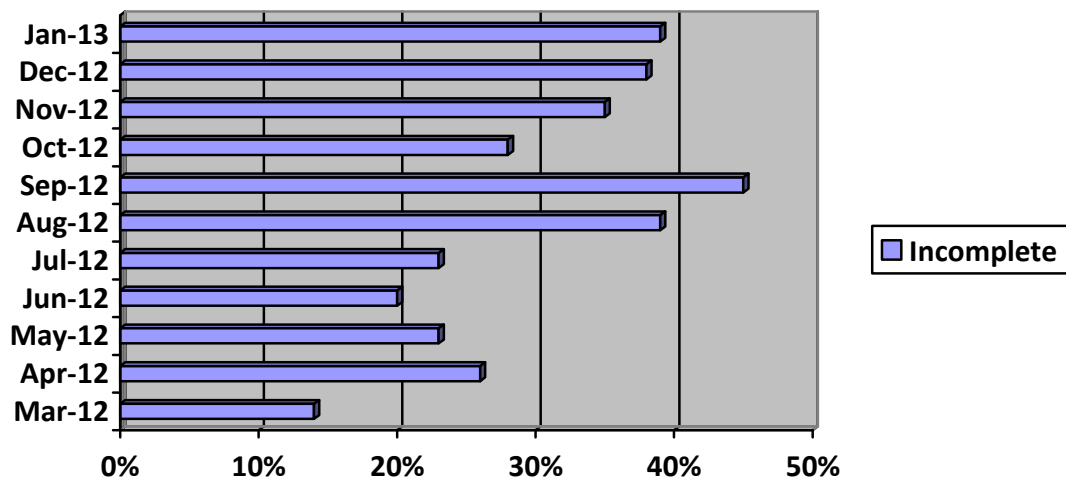
The Expense Report for March 2013 with all supporting documentation is due for review on **March 29th**.

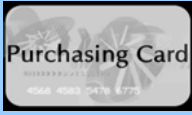
Mail to:

Lindsey Myers
Payment Services LBK
STOP 6283

Note: If the records are not received by the last business day of the month and/or there is documentation missing in order to complete the review the card will be suspended.

Monthly Reviews - Percentage of Incomplete Documentation (Grouped by Cycle End Date)





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Reminders

Per OP 72.15

Purchasing Card Program

- Travel related purchases are prohibited on the PCard, i.e. airline ticket, hotel and rental car reservations, restaurant services within a hotel complex, and internet services, etc.
Furthermore, the PCard can't be used to hold reservations for these types of expenses. The traveler must use a travel card or a personal card.
- The purchasing card should be identified as the method of payment at the time the order is placed with the vendor. Verify that the vendor processed the transactions within 2-4 days of placing the order. Contacting the vendor with the purchasing card number after receiving the invoice is considered purchasing without the authority and will be reported as such to the appropriate administrator (see OP 72.01 Purchasing Supplies, Equipment and Services). This includes invoices not processed properly by the vendor and all that are past due. These invoices must be processed through TechBuy as a non-compliant order.
- When a department can anticipate that purchases of goods and services to a single vendor during a fiscal year will exceed \$5,000.00, the purchasing card should not be used to that vendor without the written approval of the Director of Purchasing (OP 72.01).
- Purchase of awards, prizes and gifts using a departmental purchasing card are prohibited. Gifts for retirement, donors, and participants of official functions are the only exceptions.