



TTUHSC PURCHASING CARD UPDATE

March 6, 2009

STATEMENT ENDING 03/05/09

Transactions 02/06/09 through 03/05/09

Transaction Adjustments or Reallocations for statement ending **03/05** will need to be processed in Pathway Net by **5:00pm, Monday, March 16th**.

Please do not make any changes to the **03/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Payment Services will process on the following Tuesday.

Use of the Purchasing Card

HSC OP 72.15

The Purchasing Card should be identified as the method of payment at the time the order is placed with the vendor. Contacting the vendor with the Purchasing Card number after receiving the invoice is considered purchasing without the authority.

Invoices that are past due must be processed on a non-compliant purchase order. Always verify that any invoice received in the department has not previously been paid or submitted for payment so that duplicate payments may be avoided.

Cell Phone Accessories

To clarify the policy on cell phone accessories on the February 2009 PCard update, cell phone accessories must be purchased through the Communication Services department if the total invoice exceeds \$100.00.

Note: The total invoice includes shipping, handling and other charges regardless of the number of items purchased.

If the total invoice is under \$100.00, the Purchasing Card may be utilized for the expense.