



TTUHSC PURCHASING CARD UPDATE

April 20, 2012

REMINDER

Awards, Prizes, and Gifts (Gifts Cards included)

References:

OP 72.15 Purchasing Card Program (page 3)

OP 72.03 Direct Pay Expenditures (pages 2-5)

OP 72.19 Payments to Research Participants/Patient Studies

Purchase of awards, prizes and gifts using a departmental purchasing card is **PROHIBITED**. Immediate reimbursement will be required if a departmental purchasing card is used for this type of transaction as this must be paid via the Direct Pay System. Gifts for retirement and donor gifts are the only exception.

Please refer to the OPs listed above for detailed information.

Additional documentation required for retirement/donor gifts paid on the PCard is The Non Cash Awards, Prizes, Gifts and Gift Cards Form (OP 72.03 Attachment B).

Note: Donor gifts only require the signature of Dean, Vice President or President if the total cost is \$500 or more.