



TTUHSC PURCHASING CARD UPDATE

May 06, 2008

SALES TAX EXEMPTION **From OP 72.15, page 6**

As a state agency TTUHSC is tax exempt. State of Texas sales tax charged by a vendor must be corrected by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC.

The **Texas Sales Tax Exempt Letter** can be found at <http://www.fiscal.ttuhs.edu/busserv/ap/collateral/Texas%20Sales%20Tax%20Exempt%20Letter.pdf>.

To save a copy of the form to your computer, right-click on the link above and select **SAVE TARGET AS**.

ON-LINE SUBMISSION OF MONTHLY STATEMENTS

Statements can be submitted on-line for approval by account managers/supervisors after the Transaction Adjustments and Reallocations deadline. Please do not submit statements prior to that time. For example the 0505 statements can be submitted on-line beginning Monday, May 19th.

STATEMENT
ENDING 05/05/08
Transactions 04/08/08
through 05/05/08

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

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