

## PURCHASING CARD UPDATE

June 6, 2007



### STATEMENT ENDING 06/05/07

Transaction Adjustments or Reallocations for statement ending **06/05** will need to be processed in Pathway Net by **5:00pm, Tuesday, June 19<sup>th</sup>**.

Please do not make any changes to the **06/05** 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 Wednesday.

### REMINDER

From the TTUHSC Purchasing Manual, page 4:

**The Purchasing Card should be identified as the method of payment at the time the order is placed with the vendor.** The ordering employee should not request that the vendor bill TTUHSC and after the invoice is received, request the clearing of the vendor's accounts receivable with the purchasing card. This is considered purchasing without authority and will be reported as such to the appropriate administrator.



If you have any Purchasing Card comments or suggestions go to the Purchasing Card website: [www.fiscal.ttuhs.edu/](http://www.fiscal.ttuhs.edu/). Then go to "Purchasing Card" & click on "Comments" under "Purchasing Card Online Tools".