



TTUHSC PURCHASING CARD UPDATE

June 9th, 2009

STATEMENT ENDING 06/05/09

Transactions 05/06/09 through 06/05/09

Transaction Adjustments or Reallocations for statement ending **06/05** will need to be processed in Pathway Net by **5:00pm, Thursday, June 18th.**

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 upload that Payment Services will process to Banner on **Friday June 19th.**

Reminder – Necessary Documentation

Packing slips and acknowledgements do not take the place of an invoice or receipt. The invoice or receipt with **detail of the transaction** is a necessary document that must be kept as backup to validate the expense that is processed on the bank statement.

The following is an example of acceptable documentation.

The Sales slip/credit card agreement slip alone does not validate the detail of the purchase and therefore must be kept with the detailed receipt/invoice.



424330691804
QUIZNOS SUB #809
5707 4TH ST
LUBBOCK, TX 79416
806-780-2928

Term ID: 010 Ref #: 007

Sale

XXXXXXXXXX
MASTERCARD Entry Method: Manual

12/05/08 12:14:23
Inv #: 000007 Appr Code: 015221
Apprvd: Online Batch#: 000069

Amount: \$ 62.00
Tip: 10.00
Total: \$ 72.00

QUIZNOS #809
[806] 780_2928

ORDER # 01013

4 RG OVN RST TRKY	20.00
4 RG MEATBALL	20.00
4 RG HONEY HAM	20.00
DELIVERY FEE	2.00

DELIVERY

TAX TOTAL	\$	62.00
TOTAL	\$	0.00
	\$	62.00

STORE ORDER :1013

4814 COUNTER DEC.05,2008
REG1-AM 11:17

TELL US HOW WE ARE DOING
GO TO WWW.QUIZNOS.COM
OR CALL [800 798 3989]

