



TTUHSC PURCHASING CARD UPDATE

June 14, 2010

STATEMENT ENDING 06/07/10

Transactions 05/06/10 through 06/07/10

Transaction Adjustments or Reallocations for statement ending **06/07** will need to be processed in Pathway Net by **5:00pm, Wednesday, June 23rd.**

Please do not make any changes to the **06/07** statement in Pathway Net after the deadline. The changes will not be reflected in the upload that Payment Services will process to Banner on following Thursday.

Food & Entertainment Information Form

As a reminder, you may use the new Food and Entertainment Form to document your F&E transactions. This can be found on the P Card website, <http://www.fiscal.ttuhs.edu/busserv/pcard/>, under forms.

Once completed, this form must be attached to your receipt or invoice and will provide all necessary information to validate the transaction as a valid business expense.

If preferred, you may continue to use the Direct Pay system to document your PCard Food and Entertainment expenses.