



# TTUHSC PURCHASING CARD UPDATE

July 8, 2008

## **STATEMENT ENDING 07/07/08**

Transactions posting 06/05/08 through 07/07/08

Transaction Adjustments or Reallocations for the statement ending **07/07** will need to be processed in Pathway Net by **5:00pm, Monday, July 21st**.

Please do not make any changes to the **07/05** 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 business day.

## **Reimbursements/Refunds On PCard Transactions**

Reimbursements for purchasing card transactions (i.e. tax or personal expenses) as well as refunds from vendors in the form of a check should always be deposited through the Purchasing Card office.

A Departmental Deposit Information Sheet (DDIS) should be completed according to the guidelines provided in HSC OP 50.26, section 5. The DDIS is located at the Accounting Services website at the following link: <http://www.fiscal.ttuhs.edu/accounting/forms/>

When completing the DDIS provide the account number the original transaction posted to as well as the Object and Sub-Object codes. Include a very clear description of the expenditure to be offset, including the bank statement date for the original purchase and the document number from the original purchase. The document number for a procurement card expenditure should begin with IV ACHC.

The checkbox which denotes the deposit line as a reimbursement of or a refund for a procurement card transaction **MUST** contain an "X".

Completed DDIS forms as well as the cash and/or check for the reimbursement or refund should be sent to the attention of the Purchasing Card Coordinator, Michelle Ensminger, at **Stop 6283**.