



TTUHSC PURCHASING CARD UPDATE

August 7, 2009

STATEMENT ENDING 08/05/09

Transactions 07/07/09 through 08/05/09

Transaction Adjustments or Reallocations for statement ending **08/05** will need to be processed in Pathway Net by **5:00pm, Tuesday, August 18th.**

Please do not make any changes to the **08/05** statement in Pathway Net after the deadline. The changes will not be reflected in the upload that Payment Services will process to Banner on **Wednesday, August 19th.**



Vendors Blocked on the Purchasing Card

The following list of vendors has been blocked for use on the PCard:

| | |
|---------------------------------|------------------------------|
| American RadioLabeled Chemicals | MP Biomedicals |
| Bio-Rad | New England BioLabs |
| Cambridge Isotope Laboratories | PerkinElmer |
| Cole Parmer | Promega |
| E Biosciences | Qiagen |
| EMD Chemicals | Roche |
| Fisher | Sigma-Aldrich |
| Invitrogen | VWR |
| Irvine Scientific | Worthington BioChemical Corp |

Chemicals and other potentially hazardous materials and other supplies must be placed through TechBuy. If you have any questions, contact Victor Means at victor.means@ttuhsc.edu or Felis Kennedy at felicitas.kennedy@ttuhsc.edu with Safety Services.

Reimbursement to the PCard

As a reminder, if reimbursement by check or cash is required, a Departmental Deposit Information Sheet (DDIS) must be utilized.

The check or cash and the DDIS must be sent to the Purchasing Card Coordinator for correct processing. A copy of the form must also be maintained in the transaction binder. The DDIS form may be found at: <http://www.fiscal.ttuhsc.edu/accounting/forms/>.