

# Purchasing Card Update

## *from* Payment Services

September 5, 2019

Only **2 FULL** business days left until the **Year-end Deadline**

September Cycle ending 09/03

Transactions 8/3/19 – 9/3/2019

### Wednesday, September 5th

The September expense report is available to print today, September 5th.

### Monday, September 9th

**Allocations and descriptions must be completed by noon on September 9th. Transactions will be uploaded into Banner at that time.**

### Monday, September 30th

The expense report with all supporting documentation is due for review by September 30th.

#### REMINDERS:

- Verify that the account code for every transaction is accurate in describing the purchase.
- Reconcile all transactions (grouped by budget pools) against available budgeted funds. For example, if your book purchases (allocated to account code 738200) totals \$700.00 for this cycle, there should be sufficient budgeted funds for pool 7019 to cover these transactions before the deadline.

#### Prohibited Purchases on State & Federal Funds:

Funds 10XXXX, 11XXXX, 12XXXX, 21XXXX and 22XXXX)

- Food and Entertainment Expenditures (including business meals)
- Flowers
- Promotional Items
- Membership Dues
- Account Codes that begin with "7 L"

*We welcome your feedback!*

*Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*