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