

Purchasing Card Update *from* Payment Services

September 6, 2018

ALERT– 2 Business Days!!

Only **2** business days left until the **Year-end Deadline**
for the September Cycle ending 09/03
Transactions from 8/4/18 –9/3/2018

Wednesday, September 5th

The September expense report is available to print on September 5th.

Friday, September 7th

Allocations and descriptions must be completed by 3 PM on September 7th. Transactions will be uploaded into Banner at that time.

Friday, September 28th

The expense report with all supporting documentation is due for review by September 28th.

GOAL: Error Free Upload

- 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, specifically budget pools **7019** and **7035**. For example, if your book purchases for reference materials (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.

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu