

Purchasing Card Update

from Payment Services

September 09, 2016

We are completing a full review on pcard expense reports for FY 16 and have a few reminders that might be helpful in order to stay in compliance with TTUHSC Purchasing guidelines, policies and procedures.

Please remember - Pcard is only one method of payment that TTUHSC offers. All Purchasing policies also apply to Pcard.

HSC OP 72.03 <http://www.ttuhsc.edu/hsc/op/op72/op7203.pdf>

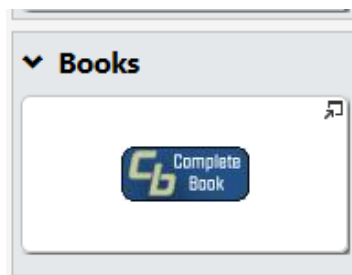
HSC OP 72.15 <http://www.ttuhsc.edu/hsc/op/op72/op7215.pdf>

HSC OP 72.16 <http://www.ttuhsc.edu/hsc/op/op72/op7216.pdf>

****ALL OFFICE, MEDICAL AND PHARMACEUTICAL SUPPLIES REQUIRE THE USE OF INSTITUTIONAL SUPPLY CONTRACTS**

UNLESS A DEVIATION APPROVAL HAS BEEN OBTAINED FROM PURCHASING.**

- ⇒ This includes, but not limited to, purchases made at Office Depot/Office Max, Amazon, etc. If there is an office or medical supply that is not available on an institutional contract, or if a onetime need/emergency is identified necessitating the purchase of an item elsewhere, send a deviation request to purchasing@ttuhsc.edu. If approved, the purchase can be made using the p-card.
- ⇒ **Books – Complete Books** is a contracted vendor in TechBuy that will price match. This contract should be utilized before purchasing online through Barnes & Noble, Amazon, etc.



- ⇒ **Shipping** – As with PO's, all items ordered with the pcard should be shipped to a TTUHSC campus address.

Amazon

Individual Amazon Prime accounts are not allowable on institutional funds. If purchased with the pcard, the cardholder will be responsible for canceling the membership and ensure it is refunded to the pcard by Amazon; or, the cardholder will reimburse TTUHSC/pcard for the total amount.

We welcome your feedback!

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