



TTUHSC PURCHASING CARD UPDATE

September 10, 2007

STATEMENT ENDING 10/05/07

Transactions 09/06/07 through 10/05/07

Transaction Adjustments or Reallocations for statement ending **10/05** will need to be processed in Pathway Net by **5:00pm, Friday, October 19th**.

Please do not make any changes to the **10/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Business Services will process on the following Monday.



NOTES

NEW DEFAULT TECHFIM ACCOUNT FOR FY 08

If the default TechFIM account for a specific purchasing card has changed for FY08, notify Irma.Gomez@ttuhsc.edu with the new TechFIM account and “cc” the account manager. Pathway Net will be updated with the correct TechFIM account.

For security reasons please include only the cardholder’s name with the last 4 digits of the card number.



REMINDER

NEW TECHFIM ACCOUNTS IN PATHWAY NET

If you need to reallocate to a TechFIM account that is not currently set up in Pathway Net you will get an error message when you are trying to reallocate. TechFIM accounts that have never been associated with purchasing card transactions will have to be added in order for the reallocation process to be accepted. The account manager of the new TechFIM account will need to be “cc’d” on the request to Irma.Gomez@ttuhsc.edu