



TTUHSC PURCHASING CARD UPDATE

October 7, 2009

STATEMENT ENDING 10/05/09

Transactions 09/08/09 through 10/05/09

Transaction Adjustments or Reallocations for statement ending **10/05** will need to be processed in Pathway Net by **5:00pm, Monday, 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 upload that Payment Services will process to Banner on **Tuesday, October 20th.**

Change to Blocked Vendors

Safety Services has determined that Roche Diagnostics is an allowable merchant on the Purchasing Card. Effective immediately this vendor is no longer blocked for chemicals and other potentially hazardous materials and other supplies.

Reimbursement for PCard Transactions

The check or cash and the DDIS **must be sent to the Purchasing Card Coordinator for correct processing.**

A copy of the form must also be maintained in the transaction binder.

The DDIS form may be found at:

<http://www.fiscal.ttuhsu.edu/accounting/forms>.

Note: All campuses must send reimbursements to the Purchasing Card Coordinator for processing to:

Lindsey Myers
Payment Services
Lubbock
STOP 6283