



# TTUHSC PURCHASING CARD UPDATE

October 5, 2012

## CITIBANK EXPENSE REPORT ENDING 10/03/2012

Transactions from 09/04/12 through 10/03/12

### October 5<sup>th</sup> (Friday)

The **Expense Report** for billing cycle October 2012 will be available to print **today**.

### October 16<sup>th</sup> (Tuesday) 1:00 PM CST

**FOAP reallocations and descriptions to be notated in Citi** must be processed for the October cycle ending **10/03** by October 16<sup>th</sup>.

### October 31<sup>st</sup> (Wednesday)

The Expense Report for October 2012 with all supporting documentation is **due for review at the end of the month**. Mail to:

Lindsey Myers  
Payment Services LBK  
STOP 6283

## New Fiscal Year reminders:

### **P Card Default Changes FY13**

To change the FOP for a specific PCard for FY13, please notify Lindsey Myers via email and “cc” the fund manager.

### **Deviation Approval FY13**

If you have received a blanket approval to deviate from one of the policies below in the past, please ensure you get an updated approval from Purchasing prior to using the PCard in FY13.

- ✓ Per OP 72.15, medical, pharmaceuticals, and office supplies require use of the Institutional Supply Contract unless a deviation approval has been received from Purchasing.
- ✓ When a department can anticipate that purchases of goods and services to a single vendor during a fiscal year will exceed \$5,000.00, the purchasing card should not be used to that vendor without the written approval of the Director of Purchasing (OP 72.01).

Email your request to Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) and include the vendor name, description of the purchase, and the anticipated spend for FY 13.

Also, indicate whether it is a one-time request (emergency) or a blanket approval request for the whole fiscal year.

**Very important - Deviation request must be approved by Purchasing prior to placing the order.**