



TTUHSC PURCHASING CARD UPDATE

October 7, 2010

STATEMENT ENDING 10/05/10

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

Transaction Adjustments or Reallocations for statement ending **10/05** will need to be processed in Pathway Net by **5:00pm, Wednesday, October 20th.**

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 **Thursday, October 21st.**

Record Keeping Reminder

A **brief description and reason for the purchase** should be included with the receipt or invoice to support the transaction as a legitimate state business expense.

This can be notated on the receipt itself or you may use a Purchasing Transaction Log. If there is an internal departmental request form this can be used as supporting documentation.

Terminated Cardholders

When a TTUHSC cardholder's employment is terminated it is the financial manager's specific obligation to reclaim the purchasing card and immediately notify the Purchasing Card Coordinator so that the card can be canceled.

Please review HSC OP 72.15 pg. 8 "Purchasing Card Cancellation" for more details.

Reimbursement for PCard Transactions

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

A CR form will be completed by the PCard Coordinator immediately upon receiving the payment and submitted to the Bursar's office. The FOP used will match the original transaction as it was processed in Banner.

A copy (CR and payment) will be made for the cardholder folder and also sent to the department. **The department copy is to be put in the transaction log binder for review purposes.**

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

Lindsey Myers
Payment Services
Lubbock
STOP 6283