TTUHSC
PURCHASING CARD UPDATE

December 2, 2011

Transition Schedule for Post Payment Reviews

Reviews for JPMorgan Records

- JPMorgan bank statements and documents that have not been reviewed, as of today, will be scheduled in the "old process". An email will be sent to the cardholder for the records with a scheduled due date. We will work on these simultaneously as we go forward with the monthly Citibank post payment reviews. A Report of Findings will be issued for these reviews and responses for non-compliance according to Operating Policy 72.15, will be required by the due date that can be found on the Report of Findings.

Citibank Records Already Reviewed

- Citibank records with Ending Cycle Dates of 08/03, 09/02, 10/03 and 11/03 that have been reviewed and not returned to the department are in the Purchasing Card Office and will be sent to scanning within the next two weeks. The original documents will be kept in Payment Services' storage for three years plus the current fiscal year.
- Laserfiche/Weblink Information for Purchasing Card documentation can be found at http://www.fiscal.ttuhsc.edu/busserv/pcard/forms.aspx.
- If an original receipt is needed in order to return an item, send this request through email to: Lindsey.Myers@ttuhsc.edu

Citibank Records to be Reviewed

- **In order to start the NEW MONTHLY POST PAYMENT REVIEW process, all cardholder's Expense Report (Ending Cycle Date 12/02) and the required supporting documentation is due in our office by Friday 12/30.**

- Citibank records with Ending Cycle Dates of 08/03, 09/02, 10/03, 11/03, can be sent to Payment Services by January 31st. We are counting on these records "to trickle in" with all the required documentation so that the review process will be efficiently completed. Those records that are missing the signed expense report and/or the required supporting documents will be set aside and an email will be sent at the end of a week notifying the cardholder that additional information is needed. A Report of Findings will not be issued.

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- Please review the documentation before sending in. The **<u>only documents</u>** needed to be reviewed and scanned are:

  1. Expense Report signed by the cardholder and the Fund Manager or Supervisor
  2. Invoice/sales receipt from the vendor and/or print screen prior to submission for online orders
     - ✓ Business purpose written on the supporting documentation, or in the available field of the Expense Report, or the transaction log/interdepartmental form
     - ✓ Credit card slip (if available) taped on the invoice or itemized receipt
     - ✓ Registration - the order form detailing the charges of the conference (not the entire brochure that details the itinerary of the conference)
     - ✓ Membership dues - the enrollment form detailing the charges for the type of dues or the renewal notification/invoice and the print screen from the list of approved professional societies
     - ✓ Flower purchases - the employee or recipient's name and their relationship to the employee written on the invoice
  3. Other items (if applicable) - Pre-Approval Form, F&E Substantiation Form, emailed deviation approval from Purchasing, copy of advertisement and/or credit receipts

- **NOTE: All other correspondence/emails are not needed to be scanned as permanent documentation unless your department wants this information in Laserfiche.**

If you have any questions to clarify this process detailed above, please email Lindsey.Myers@ttuhsc.edu or Celeste.Kulinski@ttuhsc.edu