TTUHSC PURCHASING CARD UPDATE

December 8, 2009

STATEMENT ENDING 12/07/09
Transactions 11/06/09 through 12/07/09

Transaction Adjustments or Reallocations for statement ending **12/07** will need to be processed in Pathway Net by **5:00pm, Thursday, December 17th**.

Please do not make any changes to the **12/07** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Payment Services will process on Friday, December 18th.

Past Due Invoices

Reference: HSC OP 72.15 PAGE 2

The purchasing card should be identified as the method of payment at the time the order is placed with the vendor. Contacting the vendor with the purchasing card number after receiving the invoice is considered purchasing without the authority. Invoices that are past due must be processed through TechBuy on a "Non Catalog form".

IMPORTANT

Two to four days after providing the payment to the vendor always check in Pathway Net to ensure the charge processed on your Purchasing Card timely. If the transaction does not show up please contact the vendor immediately.

Order Referencing Number

Reference: HSC OP 72.15 PAGES 4 and 5

In order to expedite deliveries and help in forwarding invoices to the correct departments, the following procedures are recommended:

The shipping address for the delivery of an item should contain "STOP_ _ _ _" for Lubbock deliveries and ROOM # for Amarillo, El Paso and Odessa locations.

Request that the vendor enter on the invoice the following reference number as the PO: "CCSTOP_ _ _ _Last Name". CC means credit card payment. STOP _ _ _ _ is the mail stop of the department (or enter RM for room number) requesting the items. The last name is the cardholder's name.