

HOT TOPICS

from Business Affairs



Purchasing Card Fraud – How to Prevent and Detect It



While PCard fraud is a rare occurrence at TTUHSC, it can be a hot topic for Fund Managers and Departmental Administrators whose review and approval of PCard logs can prevent it from occurring.

It is critical that adequate internal controls are established at the department level and that all departmental Purchasing Card transactions are reviewed for proper documentation and validity.

The authorized signer of the monthly expense report affirms that all charges are valid and proper.

For questions, contact the PCard Office at Pcard@ttuhsc.edu.

Employee Relocation Expenses – 2018 Tax Reform

If your department pays employee relocation expenses, be aware that all payments and reimbursements for employee relocation as of 01/01/2018, are taxable to the employee. Departments can continue contracting and issuing POs through TechBuy to moving companies to take advantage of institutional contract rates and terms.

These types of expenses along with all EOP related payments will be picked up by Payroll/Tax and reported as gross wages for the employee. The change only impacts employee relocation expenses and not business related relocation of lab equipment or office moves.

For questions about these changes, contact the office of Payroll and Tax Services at webmaster.payroll@ttu.edu.

