



Accreditation, Certification, and Examination Fees

- *Product Description Field* – i.e., date of accreditation, certification or exam, # of exams, etc.

Advertising

- *Product Description Field* - i.e., order #, departmental reference #, or name of employee/physician that is being introduced to the community in the advertisement.

Note: It is the responsibility of the department to have all personnel classified ads reviewed by Human Resources before going to publication or a recruiting online service.

Donations To Charitable Organizations

- *Product Description Field* – i.e., name and date of event.

Note: If making a donation to an organization in lieu of flowers for employees and their immediate family members in the case of death - please include a letter/memo from the department stating “donation in memory of”.

Employee Reimbursement

- *Product Description Field* - i.e., vendor name and date of meeting (for registration or membership), candidate’s name and date of meeting.

Food And Entertainment

- *Product Description Field* - i.e., date and name of event, date of meeting and candidate’s name.

Lodging-Direct Bill For Non-Employees

- *Product Description Field* - name of prospective employee/participant, date and origination of trip.

Magazine/Journal Subscriptions

- *Product Description Field* - date range of subscription and employee’s name.

Note: The delivery address must be an institutional campus address.

Membership Dues

- *Product Description Field* - date range of new or renewal membership and employee’s name.

Note: The preferred method of payment is the departmental purchasing card. State appropriated funds cannot be used to pay memberships to organizations associated with a lobbyist.

Postage

- *Product Description Field* - must include the account number at the Post Office, if applicable.

Professional License Fees

- *Product Description Field* - date range of new or renewal license fee and employee’s name.

Direct Pay Forms Tips

Note: The employee's address must be an institutional campus address.

Registration Fees

- *Product Description Field* - date of conference and name of enrollee.

Note: The preferred method of payment is the departmental purchasing card.

Sponsorships

- *Product Description Field* - name and date of event.

Utilities

- *Product Description Field* - account number and date of service (DOS) range.

Water/Services And Coffee/Soft Drinks

- *Product Description Field* - account number and date of service.

Note: Aqua One - invoice number(s) referenced on the statement; Sierra Springs
– Customer account number (15 digits).

If you have additional questions, please contact Accounts Payable at Accounts.Payable@ttuhsc.edu.