TIPS for PRODUCT DESCRIPTION FIELD
TTUHSC DIRECT PAY FORMS

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.
  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)