

TTUHSC DIRECT PAY SYSTEM UPDATE

January 26, 2012

OP 72.03 Direct Pay Expenditures

Information regarding a specific category will be sent each month in a Direct Pay System Update.

Advertising (page 2, § 2 b):

Preferred method of payment –

*Direct Pay System**

*Department Purchasing Card**

Employee Reimbursements Allowed – *No*

State & Local Funds – *Yes*

*ALL foreign transactions for goods and services must be reviewed
by the PCard team. Contact Lindsey.Myers@ttuhsc.edu.

Direct Pay System Categories

Accreditation

Advertising

Awards, Prizes and Gifts

Correctional care contracts

Donations to charitable organizations

Food and entertainment

Interlibrary loan

Legal expenditures

Lodging-direct bill

MPIP Refunds

Magazine/journal subscription

Membership dues

Patient/study participant expenditures

Postage

Professional license fee

Registration

Sponsorship to Charitable Organizations

Utilities

Sub Categories: Classified – Billboards – Radio – Television

Required documentation:

Invoice and copy of the ad from the paper/magazine or tear sheets depending on the media.

Important: It is the responsibility of the department to have all recruitment ads
reviewed by Human Resources before publishing in print or online.



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu