

TTUHSC DIRECT PAY SYSTEM UPDATE

September 19, 2011

OP 72.03 Direct Pay Expenditures Revised August 31, 2011

Please review the revised OP for changes that affect your area

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

Registration: (page 7, § 2 o)

Preferred method of payment – *Department Purchasing Card*

Employee Reimbursements Allowed – *Yes*

State & Local Funds – *Yes*

Note: The original signature of the employee's supervisor or superior of the employee is required if the fund manager approving the transaction in the Direct Pay System is not their immediate supervisor. Supporting documentation for employee reimbursement must include registration forms and a receipt from the vendor confirming payment.

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

Original invoices and/or receipts are required to be submitted with the Direct Pay transaction before payment will be processed. If the departmental purchasing card is used to process the payment, the original invoice and/or receipt must be kept with the purchasing card transaction as supporting documentation. All documentation must comply with the guidelines set forth in the TTUHSC OP 72.15 – Purchasing Card Program.



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