

TTUHSC DIRECT PAY SYSTEM UPDATE

October 3, 2011

OP 72.03 Direct Pay Expenditures

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



Membership dues: (page 6, § 2 k)

Preferred method of payment –

Department Purchasing Card → *Local funds only*

Direct Pay System → *State & Local funds*

~Local funds if the P-Card is not an option

Employee Reimbursements Allowed – **Yes***

* The original signature of the employee's supervisor is required if the fund manager approving the transaction in the Direct Pay System is not their immediate supervisor.

Verification that the organization is on the approved TTUHSC Professional Societies list should be done prior to submitting the documentation. <http://www.ttuhs.edu/Admin/ProfSociety/>

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

Note: Proof of payment documentation is required. A copy of the cancelled check or bank statement showing the payment will need to be attached to the transaction - IDHxxxxx.

All civic/social memberships and airline clubs, (i.e., Lions Club, Rotary Club or Admirals Club) are prohibited. Refer to OP 72.16 Official Functions, Business Meetings and Entertainment for the three social memberships that the President's Office has approved.

<http://www.ttuhs.edu/hsc/op/op72/op7216.pdf>



Please send all questions or suggestions to
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