



TTUHSC PURCHASING CARD ANNOUNCEMENT

August 7, 2009

Information for Purchasing Cards expiring August 2009

All cards will be issued with the same 16-digit account number and the same current credit limit.
The 3-digit security code on the back of the card will change.

Once your new card has been received, please activate it immediately; authorizations will then no longer be approved on the old card. You may then destroy the old card.

Cards will be mailed on **Monday, August 17th, 2009** for all campuses. If your card is not received by Friday, August 21st please call the Purchasing Card Coordinator so a new card may be requested.

New cards will be sent to the cardholder's billing address on the bank statement.

Purchasing Cards not expiring in August 2009

All other Purchasing Cards will be valid through the last day of the expiration month stated on your current card.

Reissue cards will be received in Payment Services no later than the 10th day of the expiration month. For example, reissue cards due to expire September 2009 will be received by September 10th.