



TTUHSC PURCHASING CARD ANNOUNCEMENT

August 18, 2009

LAST BANK STATEMENT FOR FY2009 END OF YEAR DEADLINE

NOTES FOR THE SEPTEMBER 7TH BANK STATEMENT (08/06/09 through 09/07/09 transactions)

You will **ONLY** have **2** business days after the cycle ends to make your transaction adjustments or reallocations in Pathway Net. The deadline to make your adjustments and/or allocations for your **09/07** statement is **Wednesday, September 9th**.

Please note the statement will close on Labor Day, Monday, September 7th.

Helpful HINT to Relieve Year End Stress:

Transaction adjustments and reallocations can be done as soon as two days from the transaction date of any purchase (if the vendor posts the charge in a timely manner). This means you can work on your **09/07/09** statement transactions now through Wednesday, September 9th.

! Caution when ordering for FY10 !

Transactions that have a **post date** of 9/1, 9/2, 9/3, 9/4 and 9/7 will be applied to FY09. Therefore, if you are ordering for FY10, do not order until **Tuesday, September 8th**.

If there are any questions, please email jessica.mcgaha@ttuhsc.edu.