



# TTUHSC PURCHASING CARD ANNOUNCEMENT

August 20, 2010

## LAST BANK STATEMENT FOR FY2010 END OF YEAR DEADLINE

**BANK STATEMENT ENDING 09/06/10**  
(08/06/10 through 09/06/10 transactions)

You will **ONLY** have **3** 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 **09/06** statement is **Thursday, September 9<sup>th</sup>**.

Please note the statement will close on Labor Day, Monday, September 6<sup>th</sup>.

### *HINT for Stress Relief*

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 **09/06/10** statement transactions now through Thursday, September 9<sup>th</sup>.

## **! Caution when ordering for FY11 !**

Transactions that have a **post date** of 9/1, 9/2, 9/3, and 9/6 will be applied to FY10. Therefore, if you are ordering for FY11, do not order until **Tuesday, September 7<sup>th</sup>**.

If there are any questions, please email [lindsey.myers@ttuhsc.edu](mailto:lindsey.myers@ttuhsc.edu).