

Reminder – 06/24/13

PCard records for the June Cycle ending 06/03, are due in Payment Services (STOP 6283) by **Friday, June 28th**.

If you don't have transactions posted during this cycle, no action is required.

Cardholders will receive an email to confirm delivery of their records once received in our office.

The **PERCENTAGE** of incomplete records continues to go higher every month.

Please use the checklist below BEFORE MAILING YOUR RECORDS to ensure the documentation is in compliance with PCard policies.

<http://www.fiscal.ttuhs.edu/busserv/pcard/collateral/Checklist%20PCard%20Records.pdf>

Our goal is to complete the review without requesting additional documentation – saving time for cardholders and preparers.

Common errors include missing:

- Cardholder and/or Fund Manager's signature
- F&E forms
- Receipts
- Fee schedule or enrollment form for registration fees
- Sales tax refund confirmations/receipts

Percentage of incomplete records			
40%	May 2013	35%	November 2012
36%	April 2013	28%	October 2012
37%	March 2013	45%	September 2012
34%	February 2013	39%	August 2012
39%	January 2013	23%	July 2012
38 %	December 2012	23%	June 2012