



TTUHSC PURCHASING CARD UPDATE

January 6, 2010

DAILY SPOT CHECK PROCEDURES

Spot checks are performed on a daily basis. A download of all transactions that processed at the bank for the previous day or weekend are reviewed. The purpose of the procedure is to review purchases that may be duplicate transactions, including sales tax, "credit card theft of a cardholder's number", personal purchases by a cardholder, purchases processed to prohibited vendors, etc. E-mails are sent to cardholders to verify valid transactions. Response is expected in a timely manner.

When responding to a spot check, provide a detailed description of the item(s) or service purchased as well as an explanation of the purpose of the purchase. If deviation was granted by the Purchasing Department, please state such in your response.

STATEMENT ENDING 1/05/10

Transactions 12/08/09 through 01/05/10

Transaction Adjustments or Reallocations for statement ending **01/05** will need to be processed in Pathway Net by **5:00pm, Thursday, January 21st.**

Please do not make any changes to the **01/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Payment Services will process on Friday, January 22nd.

ONLINE SUBMISSION OF MONTHLY STATEMENTS

Bank statements can be submitted online for approval to the financial managers/supervisors in lieu of getting the statements signed. This must be done after the transactions adjustments and reallocations are completed.

IMPORTANT: Once the statement has been approved online you must retain the screen print in Pathway Net from your container showing the status as closed and place this with your Purchasing Card Records. If this page is not attached, both signatures are still required.

Pathway Net Training

If you have any questions or need Pathway Net training please contact

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