



TTUHSC PURCHASING CARD UPDATE

January 31, 2011

OP 72.16 Official Functions, Business Meetings and Entertainment Revised Effective January 31, 2011

Please review the revised OP for changes that affect your area.
It is the responsibility of departmental administration to disseminate these revisions in the OPs to individuals affected in their respective departments.

Some Highlighted Revisions:

Page 1 -- 1 B. Business Meetings

Business meetings are directly related to the conduct of official university business. There must be a clear and specific business purpose identified. At least one non-Texas Tech employee must be present at any business meeting as an attendee for expense to be reimbursed.

Page 1 --2 A. Prior written approval

Expenses for official functions, business meetings and entertainment that aggregate to \$500 or more must be approved in writing by the President, Dean, Regional Dean, or Vice President in advance of incurring the expense.

Page 4 --5 Coffee, soft drinks and water

The use of institutional funds to purchase coffee, soft drinks, and water, including water services is prohibited. However, coffee, soft drinks, and water can be purchased from institutional funds for patients and visitors.

Water Services that are tied to a contract/PO must be terminated no later than May 31st.



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Attachment A - Pre-Approval Form

The Pre-Approval Form (Attachment A) must be completed, signed, and attached to all payment requests in the Direct Pay System or, if paying with the Purchasing Card, be filed with the department's purchasing card transactions as documentation. It is now available on Payment Services websites (Accounts Payable, Direct Pay and Purchasing Card) in a printable/fillable form.

Food and Entertainment Substantiation Form

For Purchasing Card Transactions, effective April 1, the Direct Pay System will not be available to enter information regarding a transaction. A revised **Food and Entertainment Substantiation Form** is now available on the Purchasing Card website. It is available on a printable/fillable form.