

## **PURCHASING CARD UPDATE**

February 8, 2007



### **STATEMENT ENDING 02/05/07**

Transaction Adjustments or Reallocations for statement ending **02/05** will need to be processed in Pathway Net by **5:00pm, Monday, February 19, 2007**.

Please do not make any changes to the **02/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Business Services will process on the following Tuesday.

### **Revision to OP 72.15 Purchasing Card Program** **Food & Entertainment Changes**

HSC OP 72.15, pages 3-4

#### **Limitations on Certain Purchases: Food and Entertainment**

The President, Deans, Regional Deans and Vice Presidents are responsible for determining and approving Food and Entertainment (F&E) expenses for their respective areas. These expenses must have a business purpose, serve the institutional mission and be appropriate and reasonable considering each area's budget and financial priorities.

**Prior written approval** is required for official functions, parties, holiday events, retirements and resident graduation events as described in **OP 72.03 § 2(d)**. This approval is for the aggregate event expenses of \$500 or more. The approval form (**OP 72.03 Attachment H**) must be prepared and sent to Purchasing, STOP 9021, prior to committing funds. Upon receipt of the approved form Purchasing will e-mail the event ID number back to the requestor identified on the form. Payment transactions (POs and credit card charges) should reference the event ID.

All food and entertainment expenses purchased with the purchasing card must be entered online at <https://www.fiscal.ttuhs.edu/directpay/>. One TechFIM account number associated with the pcard transaction must be entered. This account will only be used to look up and email account managers for notification. The credit card receipt and the F&E Transaction ID form must be filed with the bank statement that reflects the purchase.

NOTE: If the purchasing card transaction had an approval (Attachment H mentioned above), that approval form's event ID must be referenced in every purchasing transaction that is being processed in the Direct Pay System under F&E.

If at any time the cardholder is notified by the account manager that a specific F&E transaction is not a true business expense, the cardholder must reimburse TTUHSC immediately. The check and a DDIS form must be sent to the Purchasing Card Coordinator and a copy maintained in the transaction binder. This purchase is prohibited on state accounts. See HSC OP 72.03, for details regarding Food and Entertainment.