



TTUHSC PURCHASING CARD UPDATE

February 06, 2008



SALES TAX EXEMPTION From OP 72.15, page 6

State of Texas sales tax charged by a vendor must be corrected by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC. The **Texas Sales Tax Exempt Letter** can be found at <http://www.fiscal.ttuhs.edu/busserv/pcard/forms.aspx>.

USE OF THE PURCHASING CARD

- All permitted purchases of \$5,000 or less must be made using the credit card subject to the vendor accepting credit cards. Permitted purchases are all categories of purchases except those listed in the Prohibited Uses section of OP 72.03.
- The purchasing card should be identified as the method of payment at the time the order is placed with the vendor.
- **Contacting the vendor with the purchasing card number after receiving the invoice is considered purchasing without the authority and will be reported as such to the appropriate administrator** (see OP 72.01 Purchasing Supplies, Equipment and Services).
- Invoices that are past due must be processed through the EPO system. Always verify that any invoice received in the department has not previously been paid or submitted for payment so that duplicate payments may be avoided. Extra caution should be applied to researching invoices that are faxed from the vendor and invoices that are more than 30 days old.
- When a department can anticipate that purchases to a single vendor during a fiscal year will exceed \$5,000.00, the purchasing card should not be used to that vendor without the written approval of the Senior Director or the Assistant Director of Purchasing (OP 72.01).

STATEMENT ENDING 02/05/08

Transactions 01/08/08
through 02/05/08

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

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 Monday.