



# TTUHSC PURCHASING CARD UPDATE

February 7, 2012

## CITIBANK EXPENSE REPORT ENDING 2/03/2012

Transactions from 01/04/12 through 2/03/12

### February 7<sup>th</sup> (Tuesday)

The **Expense Report** for billing cycle February 2012 will be available to print starting today.

### February 14<sup>th</sup> (Tuesday) 1:00 PM CST

**FOAP reallocations and descriptions to be notated in Citi** must be processed for the February cycle ending **2/03** by February 14th.

### February 29<sup>th</sup> (Wednesday)

The Expense Report for February 2012 with all supporting documentation is **due for review**.  
**Mail your records to: Lindsey Myers Payment Services LBK STOP 6283**

### March 1<sup>st</sup> (Thursday)

If the records are not received by Wednesday, February 29<sup>th</sup>, **the card will be suspended on March 1st.**

**The complete review process is outlined in the Post Payment Review Process located at the link below.**

<http://www.fiscal.ttuhs.edu/busserv/pcard/forms.aspx>

*All December expense reports are available in Laserfiche unless the PCard team has contacted the cardholder for more documentation.* Also on the website above, is the form to complete to gain access to view PCard documents in Laserfiche.

OP 72.15; when a department can anticipate that purchases of goods and services 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 Director of Purchasing (OP 72.01).

In Citi, there is a report now available called **Spend Analysis by Merchant**. Cardholders and allocation users now have the ability to run the report based on the fiscal year date range starting with posting date 09/03/2011 thru xx/xx/xxxx to ensure the policy above is followed.

Note: xx/xx/xxxx must be dated 2 days prior to the date request.

***New Report available in Citi to Cardholders and Allocation Users***



# TTUHSC PURCHASING CARD UPDATE

## Reminder: Prohibited Purchases on the PCard

- Awards and Prizes (see HSC OP 72.03)
- Chemicals and other potentially hazardous materials
- Consulting, Medical Services, Personal or Professional Services
- Controlled Assets > \$500 (Shipping included)
  - At any cost – Hand guns, rifles, machine guns, etc.
  - With a cost between \$500 and \$4,999.99 –Cameras, computers (including peripherals), printers, stereo systems, video recorder/laser disk player (TV, VCR, and camcorder), projectors and etc.
- Donations, Contributions & Sponsorships
- E Bay Purchases
- Lease or Rental of Space
- Malpractice Insurance
- Medical Licenses for states other than the State of Texas
- Notary Applications
- Payments to Patient/ Study Participants
- Paypal Services
- Supplies (Medical, Pharmaceuticals, and Office) require use of the Institutional Supply Contract unless a deviation approval has been received from Purchasing)
- Temporary Personnel
- Travel Related Purchases i.e. airline ticket, hotel and rental car reservations, restaurant services within a hotel complex, and internet services, etc.

## Reminder: Vendors Blocked on the Purchasing Card

American RadioLabeled Chemicals  
Bio-Rad  
Cambridge Isotope Laboratories  
Cole Parmer  
E Biosciences  
EMD Chemicals  
Fisher  
Irvine Scientific  
Life Technologies (Invitrogen)

MP Biomedicals  
New England BioLabs  
PerkinElmer  
Promega  
Qiagen (includes SABiosciences)  
Sigma-Aldrich  
VWR  
Worthington BioChemical Corp

Chemical and other potentially hazardous material and other supply orders must be processed through TechBuy. If you have any questions, contact Victor Means at [victor.means@ttuhsc.edu](mailto:victor.means@ttuhsc.edu) or Felis Kennedy at [felicitas.kennedy@ttuhsc.edu](mailto:felicitas.kennedy@ttuhsc.edu) with Safety Services.

### **Other Vendors Blocked for Use on the Purchasing Card**

Aqua One, Inc - Cappetto's Italian Restaurant - Midtown Printing - WesTex Document, Inc