



TTUHSC PURCHASING CARD UPDATE

March 8, 2010

STATEMENT ENDING 03/05/10
Transactions 02/06/10 through 03/05/10

Transaction Adjustments or Reallocations for statement ending **03/05** will need to be processed in Pathway Net by **5:00pm, Monday, March 22nd.**

Please do not make any changes to the **03/05** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Payment Services will process on the following Tuesday.

★ **Please note: Pathway Net will not be affected by the Banner Conversion and will be available during this time.**



Card Security

If you use your P Card as a “departmental card” you must have strong internal department procedures regarding the use of the card. The card must be in the hands of the cardholder or secured in a safe location with a “sign-in” log for the users of the card. The card should be returned with the receipt immediately after the purchase to the cardholder or the identified secured location.

Security of Your Records

To ensure the security of the card, after providing the payment to the vendor, please “mark out” the documentation in the Purchasing Card book which contains the complete sixteen digit account number with the security code and expiration date. Internal forms should include no more than the last four digits of the account number. Any complete card information must be kept as secure as the card itself.

Do not email your card information for payment to vendors. This is not a secure option therefore is not allowed. Please provide payment thru the vendor’s website, over the phone, or by fax.