

PURCHASING CARD UPDATE

April 6, 2007



STATEMENT ENDING 04/05/07

Transaction Adjustments or Reallocations for statement ending **04/05** will need to be processed in Pathway Net by **5:00pm, Thursday, April 19th**.

Please do not make any changes to the **04/05** 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 Friday.

REMINDER

Necessary Documentation – Packing slips and acknowledgements do not take the place of an invoice or receipt. The invoice or receipt with the **detail of the transaction** is a necessary document that must be kept as backup to validate the expense that is processed on the bank statement.

The following example is **NOT** acceptable. This sales slip/agreement does not validate the detail of the purchase.



ANDRE'S PIZZA
3233 N MESA ST #103
EL PASO, TX 79902

OCT 25, 06 09:24:00

TERMINAL #: 00000001

Server ID: 1

MASTERCARD
*****1914 H
SALE INH #: 000008
BATCH #: 001520 AUTH #: 046232

AMOUNT \$100.00

TIP \$.....

TOTAL \$.....

15% = \$15.00 18% = \$18.00 20% = \$20.00

APPROVED
915-543-3233
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