



TTUHSC PURCHASING CARD UPDATE

April 7, 2009



Card Security Reminder

Please remember it is the cardholder and department's responsibility to ensure your Purchasing Card information is kept secure.

If you are placing an order with a vendor where the card is not physically available, **you should not email the full card number or the three digit security code and expiration date.**

If you need to order products in this manner, the card information should be provided to the vendor by telephone or fax. Be sure the fax number you have for the merchant is correct to ensure the sensitive card information is routed to the appropriate vendor representative.

Remember that any form you fax that contains the three digit security code and expiration date should be blacked out prior to filing it in your binder.

STATEMENT ENDING

04/06/09

Transactions 03/06/09 through
04/06/09

Transaction Adjustments or
Reallocations for statement ending
04/06 will need to be processed in
Pathway Net by **5:00pm,
Thursday, April 16th.**

Please do not make any changes to
the **04/06** 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 Friday.

Food & Entertainment Information Form

As a reminder, beginning FY09 you may use the new Food and Entertainment Form to document your F&E transactions.

Once completed, this form must be attached to your receipt or invoice and will provide all necessary information to validate the transaction as a valid business expense.

If preferred, you may continue to use the Direct Pay system to document your PCard Food and Entertainment expenses.