



TTUHSC PURCHASING CARD UPDATE

May 6, 2010

STATEMENT ENDING 05/05/10

Transactions 04/06/10 through 05/05/10

Transaction Adjustments or Reallocations for statement ending **05/05** will need to be processed in Pathway Net by **5:00pm, Thursday, May 20th.**

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

Helpful Reminders

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 from Purchasing.

HSC OP 72.15

Prohibited Purchases

Any single purchases > \$5,000
Awards & Prizes (see OP 72.03)
Cellular Phones/Services/Accessories
Chemicals and Hazardous Materials
Computer Hardware, Peripherals, Software
Inv Total > \$500
Consulting, Personal or Professional Services
Controlled Assets > \$500 (see OP 72.15)
Donations, Contributions and Sponsorships
Gifts only as allowed by OP 72.03
Internet Provider Services
Lease or Rental of Space

Malpractice Insurance
Medical License other than the
State of Texas
Medical Supplies
Office Supplies
Past Due Invoices
Patient/Study Participant
Paypal Services
Pharmaceuticals
Temporary Personnel
Tech Express Cards
Travel Related Purchases