



TTUHSC PURCHASING CARD UPDATE

June 6, 2008

STATEMENT ENDING 06/05/08

Transactions posting 05/06/08 through 06/05/08

Transaction Adjustments or Reallocations for the statement ending **06/05** will need to be processed in Pathway Net by **5:00pm, Wednesday, June 18th.**

Please do not make any changes to the **06/05** 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 business day.

SPOT CHECKS

Spot checks are performed on a daily basis. A download of all transactions that processed at the bank for the previous day or weekend are reviewed. The purpose of the procedure is to review purchases that may be the result of split transactions, "credit card theft of a cardholder's number", personal purchases by the cardholder, purchases processed to prohibited vendors, etc. E-mails are sent to cardholders to verify valid transactions. Response is expected in a timely manner. E-mails may not be sent to a designated person that the cardholder requests.

When responding to a spot check e-mail, provide a detailed description of the item(s) or service purchased as well as an explanation of the purpose of the purchase. If deviation was granted by the Purchasing department, please state such in your response. Faxed or scanned copies of the invoice and/or receipt are an acceptable response to the spot check e-mail. Be certain to include the cardholder name on any invoice or receipt faxed to our office.

PATHWAY NET

If you have any questions or need Pathway Net training please contact **Michelle.Ensminger@ttuhsc.edu**.