JUNE 2024 Expense Reports

- 06/03 – 06/07/2024 = JUN24 WEEK 1: Due 06/21/2024
- 06/10 – 06/14/2024 = JUN24 WEEK 2: Due 06/28/2024
- 06/17 – 06/21/2024 = JUN24 WEEK 3: Due 07/05/2024
- 06/24 – 06/28/2024 = JUN24 WEEK 4: Due 07/12/2024

Important Reminders

- ***DEVIATIONS! DEVIATIONS! DEVIATIONS!*** – Deviation requests should be emailed to Purchasing@ttuhsc.edu and should include the vendor name, a weblink to the item(s), total amount of purchase, type of funds to be used and an appropriate business purpose.
  - **Vehicle maintenance** – Use of the Voyager card is required. When the Voyager card is not accepted, there must be a deviation approval prior to making the purchase with a PCard.
    - **Car washes** – If you do not have a deviation currently in place, please be sure to obtain one for FY 2025 to cover your fleet vehicle washes for the new fiscal year.
    - **Body work, repairs, towing, tire replacement, etc.** – These are all professional services that are prohibited on the PCard, and a deviation must be approved prior to committing to the use of institutional funds with your PCard. *If there is an emergency, please have the employee or employee's supervisor contact PCard or Purchasing immediately.*

  - **IT related purchases, including software** – All IT related purchases require an approval from both IT and Purchasing. To ensure that your request is processed correctly, please email Purchasing@ttuhsc.edu with your deviation request and it will be routed to IT appropriately. **Please do not email IT directly; their approval is only for the items to be purchased. Once IT approves, Purchasing will then review for a deviation for the PCard to be used.** **PLEASE NOTE:** PRIOR YEAR APPROVALS DO NOT CARRY OVER TO THE NEW FISCAL YEAR. All new and existing software, including renewals, require IT review. If a deviation is approved after the purchase has been made, it will still be a non-compliant PCard purchase.

  - **Texas State Agencies** – The PCard should not be used to pay state agencies, including TTU and TTUHSC entities. If you need to pay a TTU/HSC department for registration to an event, conference, ID badge, etc., please use a departmental FOP. If the department will not accept a FOP, a deviation is required to use the PCard.

- **Expense report: Business Purpose and Descriptions** – When entering information on your expense report, an appropriate business purpose is required for every transaction, and how it benefits TTUHSC. The description "monthly meeting" for a business lunch does not meet auditing requirements. Please explain what items were discussed, or provide an agenda. If you are buying items for clinic, research or repairs, etc., please do not reiterate what item was purchased, but rather provide a description of its use/how the purchase benefits TTUHSC.

- **Entertainment & Events** – If you are hosting a social event for students on or off campus, or holding a team building meeting, etc., please be aware events of this nature require a deviation approval from Purchasing as these types of entertainment events fall outside of TTUHSC Purchasing OP. Your expense report must include a deviation approval, a Pre-Approval form, and a Vendor Hold Search dated for the day payment is made and no more than 7 days prior to making payment.

  - Per HSC OP 72.16: Entertainment expenses occur to support a future benefit to TTUHSC. Examples include expenses for faculty recruitment and for cultivating potential donors or relationships.