



TTUHSC PURCHASING CARD UPDATE

July 7th, 2009

Sales Tax Exemption

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As a state agency TTUHSC is tax exempt. State of Texas sales tax charged by a vendor must be corrected by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC.

The **Texas Sales Tax Exempt Letter** can be found at <http://www.fiscal.ttuhsc.edu/busserv/ap/collateral/Texas%20Sales%20Tax%20Exempt%20Letter.pdf>.

Does your Purchasing Card expire August 31, 2009?

Watch for the next PCard update as it will include important information about your new Purchasing Card.

STATEMENT ENDING

07/06/09

Transactions 06/06/09 through
07/06/09

Transaction Adjustments or
Reallocations for statement ending
07/05 will need to be processed in
Pathway Net by **5:00pm,
Friday, July 17th.**

Please do not make any changes to
the **07/06** statement in Pathway
Net after the deadline.

The changes will not be reflected
in the upload that Payment
Services will process to Banner on
Monday, July 20th.