



TTUHSC PURCHASING CARD UPDATE

August 21, 2008

LAST BANK STATEMENT FOR FY2008 END OF YEAR DEADLINE

NOTES FOR 09/05/08 BANK STATEMENT (08/06/08 through 09/05/08 transactions)

You will **ONLY** have **2** business days after the cycle ends to make your transaction adjustments or reallocations in Pathway Net. The deadline to make your adjustments and/or allocations for your **09/05** statement is Tuesday, September 9th.

Helpful HINT to Relieve Year End Stress:

Transaction adjustments and reallocations can be done as soon as two days from the transaction date of any purchase (if the vendor posts the charge in a timely manner).

This means you can work on your **09/05/08** statement transactions
now through Tuesday, September 9th.

! Caution when ordering for FY09 !

Transactions that have a **post date** of 9/2, 9/3, 9/4 and 9/5 will all be applied to FY08. Therefore, if you are ordering for FY09 do not order until **Monday, September 8th**.

If there are any questions please email jessica.mcgaha@ttuhsc.edu.