



TTUHSC PURCHASING CARD UPDATE

August 27, 2008

END OF YEAR DEADLINE LAST BANK STATEMENT FOR FY 2008 (08/05/08 through 09/05/08 transactions)

Transaction adjustments and reallocations can be done as soon as two days from the transaction date of any purchase (depending on the vendor posting the charge in a timely manner). This means you can work on your **09/05/08** statement transactions throughout the remaining month of August and Tuesday, September 2nd through Tuesday, September 9th.

If you wait until the statement closes on Friday, September 5th, you will **ONLY** have **Monday and Tuesday, September 8th and 9th** to make your transaction adjustments or reallocations in Pathway Net.

STATEMENT ENDING 09/05/08 Transactions 08/05/08 through 09/05/08

Transaction Adjustments or Reallocations for statement ending **09/05** will need to be processed in Pathway Net by **5:00pm, Tuesday, September 9th**.

Please do not make any changes to the **09/05** 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 Wednesday.