



TTUHSC PURCHASING CARD UPDATE

September 23, 2010

P Card Default Changes FY11

IMPORTANT: Please ensure the default on your P Card is accurate by checking the Banner Fund/Org/Program combination by your name on the attached list.

If the default Banner FOP for a specific purchasing card needs to be changed for FY11, please notify Lindsey.Myers@ttuhsc.edu with the new Banner FOP by **September 30th**. Please "cc" the financial manager on this request.

Pathway Net will then be updated reflecting this change for *future* transactions.

New Banner Fund and Org Setup in Pathway Net

If you need to reallocate to a Banner Fund or Org that is not currently set up in Pathway Net you will get an error message when you are trying to reallocate. Banner fund/orgs that have never been associated with purchasing card transactions will have to be added in order for the reallocation process to be accepted. The financial manager of the new Fund will need to be "cc'd" on the request to Lindsey.Myers@ttuhsc.edu.