



# TTUHSC PURCHASING CARD UPDATE

October 3, 2013

## New Fiscal Year Reminders:

### **P Card Default Changes FY14**

To change the FOP for a PCard for FY14, notify Lindsey Myers via email and "cc" the fund manager.

### **Deviation Approval FY14**

Ensure you receive an updated approval from Purchasing for any blanket orders that will deviate from the policies below PRIOR to using the PCard in FY14.

- Per OP 72.15, medical, pharmaceuticals, and office supplies require use of the Institutional Supply Contract
- Per OP 72.15, if your department anticipates the purchases of goods and services to a single vendor to exceed \$5,000.00

Email your request to Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) and include the vendor name, description of the purchase, and the anticipated spend for FY14.

**Very important - Deviation request must be approved by Purchasing prior to placing the order.**

### **October 2013**

#### **CITIBANK EXPENSE REPORT**

Transactions from 9/04/13 through 10/03/13

#### **October 7<sup>th</sup> (Monday)**

The **Expense Report** will be available to print **on Monday, October 7th**.

#### **October 17<sup>th</sup> (Thursday)**

**FOAP reallocations and descriptions** to be updated in Citi must be processed by 1PM CST on **October 17<sup>th</sup>**.

#### **October 31<sup>st</sup> (Thursday)**

The Expense Report with all supporting documentation is **due for review October 31st**.

**Mail to: Lindsey Myers Payment Services LBK STOP 6283**

Please review the Checklist before mailing your records to Payment Services.

**[Click Here for Checklist](#)**

**Note: The card will be **suspended** if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the monthly review.**