



# TTUHSC PURCHASING CARD UPDATE

October 9, 2008

## Change of Date

### STATEMENT ENDING 10/06/08

Transactions 09/06/08 through 10/06/08

Transaction Adjustments or Reallocations for statement ending **10/06** will need to be processed in Pathway Net by **5:00pm, Thursday, October 16<sup>th</sup>**.

Please do not make any changes to the **10/06** 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 Friday.

Important

## Budget Accounts

Please make sure that you have budgets in all of the following Budget Accounts:

**7010 – Maintenance & Operations**  
**7017 – Communications**  
**7018 – Utilities**  
**7019 – Subscriptions**  
**7035 – Food and Entertainment**  
**7040 – Memberships**  
**7050 – Capital Outlay**

Please see the Purchasing Card website for a list of Pathway Net Banner Account codes and their corresponding Budget Accounts.

<http://www.fiscal.ttuhsu.edu/busserv/pcard/links.aspx>

*This site includes a list of Banner Account numbers in Pathway Net for reallocation.*