



TTUHSC PURCHASING CARD UPDATE

November 6, 2008

Entering Banner Account Code and Programs in Pathway Net

Please be aware if you choose to manually enter in your Banner account or program code in Pathway Net it **must** be capitalized. For example:

Correct: 7L0402 Incorrect: 7l0402

Correct: SV Incorrect: sv



Budget Account Pools

Please review all of your Purchasing Card transactions for 10/07/08 through 11/05/08 and compare them to available budgeted funds.

If there are transactions totaling 250.00 for budget pool 7019, ensure there are sufficient funds to cover the amount to be uploaded on Tuesday, November 18th.

Please submit any necessary budget revisions prior to this date.

Your attention to these two items will help ensure the transactions uploaded in a timely manner.

**STATEMENT
ENDING 11/05/08**
Transactions 10/07/08
through 11/05/08

Transaction Adjustments
or Reallocations for
statement ending **11/05**
will need to be processed
in Pathway Net by
**5:00pm, Monday,
November 17th.**

Please do not make any
changes to the **11/05**
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 Tuesday.