



TTUHSC PURCHASING CARD UPDATE

November 6, 2009

STATEMENT ENDING 11/05/09

Transactions 10/06/09 through 011/05/09

Transaction Adjustments or Reallocations for statement ending **11/05** will need to be processed in Pathway Net by **5:00pm, Thursday, November 19th.**

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 upload that Payment Services will process to Banner on Friday, November 20th

Reminder on Office Supplies

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Do not use the P Card for office supplies unless the purchase from an alternate supplier has been approved in writing by Purchasing.

Office supplies must be ordered from the TTUHSC contract vendor – Summus/Staples. Participation in this contract applies value by increasing volume level discount as well as helping TTUHSC reach the goals set by the State of Texas for percentage of dollars spent with HUB (Historically Underutilized Businesses).

Notification of Terminated Employees

When a cardholder terminates employment with the Health Sciences Center, the financial manager has the specific obligation to reclaim the purchasing card. The Purchasing Card Coordinator must be notified **immediately** so that the card can be cancelled. The record keeping remains the same and the reconciliation must be completed. It is essential to cancel a card immediately and do a final review. Please review HSC OP 72.15 pg. 8 § 10 “Purchasing Card Cancellation” for more details.