



TTUHSC PURCHASING CARD UPDATE

November 8, 2010

STATEMENT ENDING 11/05/10

Transactions 10/06/10 through 11/05/10

Transaction Adjustments or Reallocations for statement ending **11/05** will need to be processed in Pathway Net by **5:00pm, Thursday, November 18th.**

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 the following Friday.

***Your attention to the items below
will help ensure the transactions are uploaded in a timely manner.***

Pcard Default Changes FY11

Please check your Pcard Default FOP (FUND, ORG & PROGRAM) for accuracy.

Note: Budget checking is now occurring at the Program Code level for FY11.

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. Please "cc" the financial manager on this request.

Budget Account Pools

Please review all of your P Card transactions from 10/06/10 through 11/05/10 and compare them to the available budgeted funds based on account pools, specifically **7019** and **7035**.

For example, if there is a transaction totaling \$200.00 coded as "738200 – OC Books and Reference Materials", verify there are sufficient funds for budget pool 7019 to cover the amount to be uploaded on Friday, November 19th.