



TTUHSC PURCHASING CARD UPDATE

December 05, 2007

FOOD & ENTERTAINMENT (F&E) PURCHASES

If you make a purchase to one vendor that has F&E items and non F&E items, please allocate (split) the transaction in Pathway Net to the proper Object and Object Code. Only the F&E items must be entered online in the Direct Pay System/F&E. Notification of this F&E purchase is sent to the TechFIM account manager.

If you do not know how to use the "split" option in Pathway Net, contact Irma.Gomez@ttuhsc.edu for assistance with this procedure.

STATEMENT ENDING 12/05/07

Transactions 11/06/07 through 12/05/07

Transaction Adjustments or Reallocations for statement ending **12/05** will need to be processed in Pathway Net by **5:00pm, Friday, December 14th**.

Due to the holiday schedule, the time frame has changed and allows only 7 business days to make any adjustments and allocations.

Please do not make any changes to the **12/05** 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 Monday.

MEMBERSHIPS/REGISTRATION

It is important to code memberships and registrations properly in Pathway Net. The default based on the Merchant Category Code is 10-8203 (Professional Organizational Dues). If the transaction is for registration, please change the code in Pathway Net to 10-8206 (Registration Fees).