Accreditation, Certification, and Examination Fees
- *Product Description Field* – i.e., date of accreditation, certification or exam, # of exams, etc.

Advertising
- *Product Description Field* - i.e., order #, departmental reference #, or name of employee/physician that is being introduced to the community in the advertisement.
  Note: It is the responsibility of the department to have all personnel classified ads reviewed by Human Resources before going to publication or a recruiting online service.
- Copy of the published ad from the paper/journal or tear sheet must be attached.

Donations To Charitable Organizations
- *Product Description Field* – i.e., name and date of event.
  Note: If making a donation to an organization in lieu of flowers for employees and their immediate family members in the case of death - please include a letter/memo from the department stating "donation in memory of ……………".
- Substantiation of Donations and Sponsorships form must be completed and attached.

Employee Reimbursement
- *Product Description Field* - i.e., vendor name and date of meeting (for registration or membership), candidate's name and date of meeting.

Food And Entertainment
- *Product Description Field* - i.e., date and name of event, date of meeting and candidate's name.

Lodging-Direct Bill For Non-Employees
- *Product Description Field* - name of prospective employee/participant, date and origination of trip.

Magazine/Journal Subscriptions
- *Product Description Field* - date range of subscription and employee's name.
  Note: The delivery address must be an institutional campus address.

Membership Dues
- *Product Description Field* - date range of new or renewal membership and employee's name.
  Note: The preferred method of payment is the departmental purchasing card. State appropriated funds cannot be used to pay memberships to organizations associated with a lobbyist.
- Please attach screen print of the organization from the Professional Societies List.

Postage
- *Product Description Field* - <u>must</u> include the account number at the Post Office, if applicable.

Professional License Fees
- *Product Description Field* - date range of new or renewal license fee and employee's name.
  Note: The employee's address must be an institutional campus address.

Registration Fees
- *Product Description Field* - date of conference and name of enrollee.
  Note: The preferred method of payment is the departmental purchasing card.

Sponsorships
- *Product Description Field* - name and date of event.
- Substantiation of Donations and Sponsorships form must be completed and attached.

Utilities
- *Product Description Field* - account number and date of service (DOS) range.

Water/Services And Coffee/Soft Drinks
- *Product Description Field* - account number and date of service.
  Note: Aqua One - invoice number(s) referenced on the statement; Sierra Springs – Customer account number (15 digits).

If you have additional questions, please contact Accounts Payable at Accounts.Payable@ttuhsc.edu.