February 14, 2012

To: PCard Reconcilers

Good Morning,

CitiBank has identified that there is a problem running PCard Expense Reports and hopes to have the situation resolved by tomorrow, February 15th. Since this is our deadline for turning in allocations and Expense Reports, we are extending the deadline for the 2/3 cycle to Friday, February 17th. We apologize for the inconvenience and please contact purchasing.pcard@ttu.edu should this present a problem.

PCard Reminders/News:

- Individuals that have a PCard are not allowed to also use a Departmental Card
- Statements ending 2/3/2012 are subject to The Violation Policy for PCards. A list of Policy Violations and actions of Failure to Comply with these guidelines is available at http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp
- Memberships are allowed on the PCard as long as they are on the Approved Membership List. The List is available at http://www.depts.ttu.edu/afism/ProfessionalSocietyNames/SearchProfSociety.aspx Please attach a printout showing that the Membership is on the Approved List with your Expense Statement
- Job Aids for Account Coding are available at http://www.depts.ttu.edu/procurement/pcard/workaids.asp PCard Account Coding and Banner Account Codes – Most Frequently Used
- Registration for Reconciler, Cardholder and Procure to Pay Classes is available at http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx

Visit the PCard Website http://www.depts.ttu.edu/procurement/pcard/index.asp for Guidelines, Training Aids, FAQ’s Forms, etc.

Please email purchasing.pcard@ttu.edu with any questions or feedback that you may have.

Happy Valentine’s Day!!