Purchasing Card Update

December 2009 Billing Cycle
Transactions 11/06/09 through 12/07/09

Allocations for the statement ending 12/07/09 will need to be entered in Pathway Net and turned in to P-Card Services by 5:00pm, Friday, December 11th.

Please do not make any changes to the 12/07 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that will process to Banner on Wednesday, December 16, 2009.

Monthly Statement Information

The Purchasing Card statement should close on the 5th of the month or the next business day if the 5th falls on a weekend. Be guided by the schedule on the right.

If there are budget errors, the cardholder and / or reconciler will receive an email notifying them of which FOAP and expense did not upload. If the situation is not resolved within 3 business days, the P-Card Section Manager will contact the cardholder’s supervisor for resolution.

***Mark Your Calendar***
The next Payment & Travel Services Roundtable is Jan. 7th, 2010
10:30 – 11:30 / AGRI 214

Who can approve an allocation log?
The question continues to arise concerning who is authorized to approve allocation logs. It is standard business practice to require a superior to sign as an approver on purchases. This includes the p-card.

We will continue to require that a superior to the card-holder approve the purchases placed on the p-card by signing the allocation log and all related and attached forms. Typically, this could be the financial manager unless the card-holder is the financial manager or is superior to the financial manager.

Protect Your Privacy
Please remember to never e-mail or scan receipts or statements that contain the complete credit card number. Use a heavy black marker to cross out all but the last four digits of the number before sending your logs to our office due to our scanning the data for storage.

To contact us:
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December 7, 2009