Monthly Statement Information

The Purchasing Card statement will always close on the 5th of the month or the next business day if the 5th falls on a weekend.

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.

***Payment & Travel Services Roundtable***

In response to the need for an avenue to discuss current Payment Services topics with the campus, we will be hosting a Payment & Travel Services roundtable on Wednesday Nov. 11th at 10:00 am in the 3rd floor conference room at the Library. While this meeting is open to all interested parties, it is intended for travel & p-card holders, and p-card, travel and reimbursement preparers. Please join the members of the travel, p-card and direct-pay staff to discuss issues that effects your ability to process payments.

Did you know???

You can check for “Restricted” items before you make a purchase: http://www.depts.ttu.edu/purchasing/docs/PCARD%20Guidelines%207-27-09.pdf#page=5

We may be able to assist by granting exceptions on a case by case basis, but only prior to a purchase. For exception requests, contact Debra Crowder or Robert Swyers.

November 2009
Billing Cycle

Transactions 10/06/09 through 11/05/09

Allocations for the statement ending 11/05/09 will need to be entered in Pathway Net and turned in to P-Card Services by 5:00pm, Thursday, November 12th.

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 will process to Banner on Wednesday, November 18, 2009.
Default FOP’s
(What are they and when are they used?)

Part of the process for setting up a p-card account is the assignment of a default FOP. This FOP is used in Banner to allocate purchases placed on a p-card unless another FOP is given through the allocation log.

However, if the allocation log is not received in P-card Services by the due date or the FOP assigned through the allocation log is not valid or has insufficient funds available, we will re-allocate that charge to the default FOP.

If the default FOP is used and does not have sufficient funds, you will have two weeks to correct the problem before your card will be temporarily closed.

Have You Used Your Card Lately???

Cardholders will be contacted if their card has been inactive for the past six months. They will be given the option of canceling their card or to use within a 10 day period. The card will be automatically canceled if no response is received.

To contact us:

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