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.

***Reminder***

When allocating a charge for memberships, you must look up the organization on the “approved membership list”, print the results of your search showing the organization’s status and attach it to your allocation log when submitted to the p-card office.

The membership list can be found at:
http://www.depts.ttu.edu/procurement/ttusers/

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Did you know???

When filing your p-card allocation log, the log and any forms that need to be approved must be approved by a superior to the card-holder with the title of the approver.
ComData or P-card??

Questions arise from time to time relating to whether to use the ComData card or p-card. ComData cards are issued and assigned to a particular Tech vehicle not an employee. If your vehicle does not have a ComData card, contact Marty Adcock at: marty.adcock@ttu.edu

The ComData card is to be used for vehicle maintenance and repairs. This does not include body work, window tinting, or accessories; such as camper shells or towing packages.

P-card use for Tech vehicles is limited to emergencies. Fuel is restricted from the p-card except for small quantities for engines such as lawn equipment and ATV’s. Repairs for vehicles are considered services and are restricted from p-cards; however, parts purchased and installed without additional expense are allowed.

Fuel for rental cars should be purchased on the travel card or paid personally and reimbursed through the travel system.

Tax Exempt Cards at Wal-Mart

There has been a problem with obtaining the sales tax exempt cards from Wal-Mart on 4th St. Some departments have been told that there is a limit to the number of cards each department can have. We have spoken with the Manager, Sal Aguilar, and they will now allow an exception to this policy for Tech employees. Just show your Tech employee ID and there should be no further problems. If there is, ask for the manager. If this does not solve the problem, contact the p-card staff.

To contact us:

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