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.

***Research FOP’s***

The deadline for p-card purchases to be included as restricted research expenditures using the 200 program codes on a 21, 22, or 23 fund has passed for fiscal 2010. If your department still needs to purchase items to be included in the restricted research expenses, you will need to process these through TechBuy on a PO.

***Food & Entertainment***

There continues to be confusion concerning the necessary approvals for food and entertainment. The “food form” must be signed by an approver superior to the cardholder.

Two areas that seem to cause the most confusion are when the cardholder is the Financial Manager or when the approver is a beneficiary in the expense. A cardholder cannot approve their own expense; therefore if the cardholder is the Financial Manager, they must have their superior approve the expenditure. In any case, when a cardholder incurs an expense for a meal, the approver could not have been a participant in the meal. The approval must come from a superior that did not benefit from the purchase.

For the most current restricted purchase list, please go to:

http://www.depts.ttu.edu/procurement/ttusers/

Year-End Deadlines – Second Statement

It is very important that you complete your allocations by the deadline listed above. There will be a second statement issued on August 20th to allow you to process charges as a part of fiscal 2010. Those allocations will be due by Wednesday, August 25th. We will send a reminder e-mail on the 20th.

To contact us: purchasing.pcard@ttu.edu

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