**New Food OP - OP 72.05**

OP 72.05 Meals and Entertainment goes into effect Jan. 1, 2011. This OP defines the authorized use of University funds for food and entertainment. This updated policy defines Official Functions, Business Meetings, and Entertainment and the special considerations for the different funding sources.

OP 72.05 outlines the requirements for documenting the business purpose and adherence to the mission of the University. Included is a section identifying the allowed expenditures and approval process along with three attachments of the necessary forms.

This OP applies to all University purchases of Food and Entertainment whether through TechBuy, direct pay, travel, or procurement card. If you have any questions concerning the application of this updated policy, contact: techbuy.purchasing@ttu.edu

**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.

For the most current restricted purchase list, please go to:
http://www.depts.ttu.edu/procurement/ttusers/

**Customer service is important to us, so let us know how we’re doing.**

Look for the feedback link on all e-mails from Procurement Services.
http://wwwdepts.ttu.edu/procurement/commentcard/commentcard/asp

**Contact Us:**
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