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.

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.

January, 2010
Billing Cycle
Transactions 12/07/09 through 1/05/10

Allocations for the statement ending 1/05/10 will need to be entered in Pathway Net and turned in to P-Card Services by 5:00pm, Wednesday, January 13th.

Please do not make any changes to the 1/05 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that will process to Banner on Friday, January 15, 2010.

To contact us: purchasing.pcard@ttu.edu
329 Drane Hall, Mail Stop 1107
(806) 742-3260

***Mark Your Calendar***
The next Payment & Travel Services Roundtable is Jan. 7th, 2010
11:00 – 12:00 / AGRI 214
Note the time change to accommodate the Administrator’s Group meeting scheduled at 10:00.
Come across the parking lot after the meeting and join us.