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.

P-card Refresher Training Class
Summer may be a good time for you to take a p-card refresher training class. We have scheduled two special classes for existing card-holders to refresh their understanding about p-card policies, procedures and Pathway Net.

July 14th (11 – noon) and July 21st (2pm – 3pm)

If it has been awhile since you took p-card training, but don’t need the basic information from the new card-holders class, contact Nancy Ruiz about this new refresher class.

iPads and app’s ???
Questions have come up concerning the use of p-cards for the purchase of iPad’s and related apps. Computer equipment costing $500 or more are controlled assets and as such are restricted from p-card use.
iPad’s and apps that cost less than $500 may only be purchased with a p-card with prior written authorization from Robert Swyers at robert.swyers@ttu.edu

Exceptions will only be granted on an individual basis. A strong statement indicating the business purpose for the purchase signed by a superior to the cardholder must be included with the request.

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

***Mark Your Calendar***
The next Payment & Travel Services Roundtable is July 16, 2010
1:30 – 2:30 / AGRI 214
Bring your Payment & Travel related questions to this informative meeting

To contact us: purchasing.pcard@ttu.edu