PURCHASING CARD

UPDATE

June 8, 2010

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.

***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.

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.

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 June 25, 2010

1:30 – 2:30 / AGRI 214

Bring your Payment & Travel related questions to this informative meeting

To contact us: purchasing.pcard@ttu.edu

329 Drane Hall, Mail Stop 1107
(806) 742-3260

June, 2010
Billing Cycle

Transactions 5/6/10 through 6/07/10

Allocations for the statement ending 6/07/10 will need to be entered in Pathway Net and submitted to P-Card Services by 5:00pm, Friday, June 11th.

Please do not make any changes to the 6/07 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that will process to Banner on Wednesday June 16, 2010

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