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.

Banner 8 Conversion
During the Banner 8 conversion all Banner related systems will be down from March 11 – 15. However, p-cards will still be available for use. The same restrictions and processes will apply. We will be able to process the uploads to Banner as indicated on the schedule to the right.

***Mark Your Calendar***
The next Payment & Travel Services Roundtable is March 26, 2010
1:30 – 2:30 / AGRI 214
Bring your Payment & Travel related questions to this informative meeting

Default FOP’s
We have now completed adding default FOP’s to every account. This will automatically allocate charges to these FOP's when an allocation log is not received by the due date. This accentuates the importance to get your allocation logs submitted by the due date with correct information. This will save you having to do cost transfers to move purchases to another FOP.

***Urgent Reminder***
We still seem to have a large number of allocation logs that have not been submitted or have not cleared due to budget or missing documentation problems. If we do not receive the logs with the required information in a timely manner, we will need to implement our policy to contact dept. heads to ensure timely compliance.

Please see that all allocation logs from prior months have been submitted and approved.

To contact us: purchasing.pcard@ttu.edu

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