**PURCHASING CARD UPDATE**

**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.

**Procure to Pay Class - December 3rd or 17th,**

Learn how to purchase through TechBuy and get your vendor paid!

For more information and to register contact:

Jennifer Adling
Managing Director, Procurement Services

[jennifer.adling@ttu.edu](mailto:jennifer.adling@ttu.edu)

**Coding and Proper Descriptions**

In light of the economic times, senior management is scrutinizing all purchases to a greater detail. In order to properly account for purchases, we are requiring stricter adherence to the established coding guidelines. Please see the link below to access the chart for available codes and their proper use.


We will be requiring more complete descriptions for items purchased. Generic descriptions, such as “consumables”, are no longer sufficient. We need to know what has been purchased in order to determine the proper coding which allows for better accounting and reporting.

**Where is University Deposits??**

Many of you, that need to deposit a reimbursement of personal purchases or sales taxes, have asked where is University Deposits and what form do I use to make a deposit. University Deposits is located in #163 Drane Hall on campus. The form to use for making a deposit can be found at the link below.

Once the page opens up, you want the form titled: Banner TTU DDIS Form

[http://www.depts.ttu.edu/fa/departments/ar/forms.asp](http://www.depts.ttu.edu/fa/departments/ar/forms.asp)

For the most current restricted purchase list, please go to:

[http://www.depts.ttu.edu/procurement/ttusers/](http://www.depts.ttu.edu/procurement/ttusers/)

**To contact us:**

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

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**November, 2010 Billing Cycle**

Allocations for transactions 10/6/10 through 11/5/10 will need to be entered in Pathway Net and submitted to P-Card Services by 5:00pm, Friday, Nov. 12th

You should work on your allocations throughout the month and not wait for the statement date.

Please do not make any changes to the 11/5 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that will process to Banner on Tuesday, Nov. 16th, 2010

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**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](http://wwwdepts.ttu.edu/procurement/commentcard/commentcard/asp)