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.

***Mark your Calendar – October 22, 2010***

Procurement Services Forum - AGRI 214 - 3:00 – 4:00
Take advantage of this opportunity to ask questions of the Procurement Services staff

Memberships – OP 72.16

Before you use your p-card to pay for memberships, be sure to review OP 72.16. Memberships are only allowed for business purposes and no social memberships will be approved. The membership must be in the name of the State or University.

You will need to verify that the organization is on the approved list at:
http://www.depts.ttu.edu/procurement/

Once you have verified the organization, print the screen showing the organization and attach it to your p-card allocation log.

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

It’s more than a rumor…

Many of you have heard that the State of Texas has signed a contract with a new vendor to supply our credit cards. In the coming months, we will be changing from JPM Chase to Citi as our credit card company. We are in the process of scheduling the change-over with related training for the campus. The target date is January, 2011. We will keep you posted on new developments as we are informed.

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

To contact us: purchasing.pcard@ttu.edu
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(806) 742-3260