September 7, 2010

Change in Policy Concerning P-Card Refunds
Beginning September 1, 2010, P-card Services will no longer accept cash or checks to refund unauthorized or personal purchases, as well as, sales taxes.
In order to clear your p-card from these unauthorized charges, you will have two options. First, you should attempt to obtain a credit from the vendor and provide documentation to p-card services to that effect.
The second option is to make a deposit of the amount to be refunded to University Deposits and submit a copy of the receipt or e-mail from them as proof of the deposit.
University Deposits is located at 163 Drane Hall, or Mail Stop 1102

***Mark your Calendar – September 24, 2010***
Procurement Services Forum - AGRI 214 - 3:00 – 4:00
Take advantage of this opportunity to ask questions of the Procurement Services staff

Personal Purchases
This is to remind you that personal purchases are not allowed on the p-card at any time. A first occurrence of this violation will result in a reminder requiring a refund or credit to your card. A second occurrence in a fiscal year will result in cancellation of the card.
We began enforcement of this existing policy beginning Sept. 1st 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.

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://www.depts.ttu.edu/procurement/commentcard/commentcard/asp

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