**New Food OP - OP 72.05**

OP 72.05 Meals and Entertainment went into effect Jan. 1, 2011. This OP defines the authorized use of University funds for food and entertainment. Questions concerning this policy, contact: techbuy.purchasing@ttu.edu


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**Monthly Statement Info**

The Procurement 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 for due dates.

If there are budget errors, the cardholder/reconciler will receive an email notifying them which FOAP and expense did not upload. If the situation is not resolved within 3 business days, the cardholder’s supervisor will be contacted for resolution.

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**April 5, 2011**

**Billing Cycle**

Allocations for transactions 3/8/11 through 4/5/11 must be entered in Pathway Net and originals submitted by 5:00 PM Monday, April 11th.

We advise you to work on your allocations throughout the month so you can turn in your statements by the due date.

Please do not make any changes to the 4/5/11 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that will process to Banner on Thursday, April 14th.

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**Procure to Pay Class – April 14th and May 19th**

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

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

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

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**Procurement Services Forum’s**

April 29, 2011

AGRI 214

3:00 – 4:00

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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)

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**Contact Us:**

329 Drane Hall, Mail Stop 1094

(806) 742-3260

Purchasing.pcard@ttu.edu