**PROCUREMENT CARD UPDATE**

The State of Texas contract with JPMorgan has been extended. Training classes will begin in April to assist in the transition from JPMorgan to CitiBank. Emails and Tech Announcements will be distributed to keep you updated.

**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. If you have any questions concerning the application of this updated policy, contact: techbuy.purchasing@ttu.edu

**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 and / or 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.

**Procure to Pay Class – March 25th**
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

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

**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

**Contact Us:**
329 Drane Hall, Mail Stop 1094
(806) 742-3260
Purchasing.pcard@ttu.edu

**March 7, 2011**
**Billing Cycle**
Allocations for transactions 2/8/11 through 3/7/11 must be entered in Pathway Net and originals submitted by 5:00 PM Friday, March 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 3/7/11 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that will process to Banner on Wednesday, March 16th.

**March 25, 2011**
**Procurement Services Forum’s**
March 25, 2011
April 22, 2011
AGRI 214
3:00 – 4:00

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**March 8, 2011**
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PPaaayyymmmeeennnttt   SSSeeerrrvvviiiccceeesss
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