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. This updated policy defines Official Functions, Business Meetings, and Entertainment and the special considerations for the different funding sources.

OP 72.05 outlines the requirements for documenting the business purpose and adherence to the mission of the University. Included is a section identifying the allowed expenditures and approval process along with three attachments of the necessary forms.

This OP applies to all University purchases of Food and Entertainment whether through TechBuy, direct pay, travel, or procurement card. If you have any questions concerning the application of this updated policy, contact: techbuy.purchasing@ttu.edu

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.

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

Procure to Pay Class – January 28th or Feb. 22nd

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

January 5, 2011
Billing Cycle

Allocations for transactions 12/7/10 through 1/5/11 will need to be entered in Pathway Net and submitted to P-Card Services by 5:00 PM Monday, Jan. 10th

We advise you to work on your allocations throughout the month and not wait for the statement date.

Please do not make any changes to the 1/5/11 statement in Pathway Net after the deadline. The changes will not be reflected in the upload that will process to Banner on Friday, Jan. 14th, 2011

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

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