



TTUHSC PURCHASING CARD UPDATE

March 8, 2011

STATEMENT ENDING 03/07/11

Transactions 2/08/11 through 3/07/11

Transaction Adjustments or Reallocations for statement ending **3/07** will need to be processed in Pathway Net by **5:00pm, Tuesday, March 22nd.**

Please do not make any changes to the **3/07** statement in Pathway Net after the deadline. The changes will not be reflected in the upload that Payment Services will process to Banner on the following Wednesday.

Reminder – Necessary Documentation

The invoice or receipt with **detail of the transaction** is a necessary document that must be kept as backup to validate the expense that is processed on the bank statement. (OP 72.15 page 5)

Registration Fees & Membership Dues

An invoice is not always available when paying for registration fees or membership dues on the PCard. Therefore, a copy of the registration/membership form is required as backup documentation. If paid online, detailed print screens before submission will provide the online form. This is to ensure the amount charged is accurate and to help support the transaction as a legitimate business expense. *The credit card agreement slip/payment confirmation from the vendor does not validate the detail of the purchase.*