

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

<b>Procedure:</b> Checklist for Purchasing a Membership	<b>Procedure #:</b> HSCEP OP 72.15, PRO A
<b>Effective Date:</b> July 19, 2019	<b>Last Revision Date:</b> January 31, 2024
<b>References:</b> HSCEP OP 72.03, HSCEP OP 72.15	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhscc.edu/compliance/">http://elpaso.ttuhscc.edu/compliance/</a>	

### **Procedure Statement**

The purpose of this procedure is to provide a process for the Office of Institutional Compliance when making a payment for a new membership or renewing a membership for Texas Tech University Health Sciences Center El Paso (TTUHSC EP) business purposes.

### **Scope**

This procedure outlines the process for making a payment for a new membership or renewing a membership for TTUHSC EP business purposes.

### **Procedure**

1. Prior approval must be obtained from the Vice President/Institutional Compliance Officer.
2. Prior to requesting use of the Purchase Card (PCard), take a screenshot of the approved vendor from the TTUHSC El Paso Professional Societies List ([elpaso.ttuhscc.edu](http://elpaso.ttuhscc.edu) > Employee Links > eRaider tab > Web Raider > HSC Finance El Paso tab > Procurement Services > Payment Services > Helpful Links > Professional Societies List).
  - If the vendor does not appear, contact the Office of the President at 915-215-4303 or email the President's designee for assistance.
3. Individual requesting the PCard must sign out the card via the MasterCard log binder. The binder is located in the Associate Managing Director's office.
4. As you move through the payment process, make sure you print/save a copy of every step along the way as it will be required in the following step, except anything that contains credit card information.
5. Individual must prepare the following documents in PDF format or hard copy:
  - a. Purchasing card transaction cover, the transaction number may be left blank. This will be filled out by the PCard Owner.
  - b. Copy of Professional Societies page
  - c. Invoice payment confirmation documents
  - d. Vendor invoice/notification of renewal
  - e. All payment process copies, as stated in step 4

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6. When PCard is returned, document the amount that was charged by the vendor and the date when the card was returned in the MasterCard log binder. The PCard must be returned on the same day.
7. If you prepared your documents in hard copy format, place the required documents in the PCard Back Up Folder in the “Institutional Compliance Accounting Reports” binder located in the Associate Managing Director’s office. You may also send the required documents via email to the Associate Managing Director.

### **Frequency of Review**

This procedure will be reviewed in collaboration with HSCEP OP 72.15, Purchasing Card Program (July 1 of each even-numbered year) by the designated Compliance personnel.

**Review Date:** 1/31/2024  
**Revision Date:** 1/31/2024