

TTUHSC ACCOUNTS PAYABLE UPDATE

May 12, 2010

Direct Pay System

Direct Pay has been transferred to Accounts Payable.

Documentation should be forwarded to MS 9077.

All questions should be directed to Accounts.Payable@ttuhsc.edu.

Changes that should be implemented immediately are:

1. Do **NOT** send the “Transaction ID” form to Accounts Payable prior to the transaction being approved. The “Account Manager/Additional Approver” is required on the form prior to sending the documentation for processing.

<u>TransactionID</u>	<u>Status</u>	<u>TimeStamp</u>
IDH27625	Submitted by Preparer	4/29/2010 12:42:26PM
IDH27625	Account Managers/Additional Approver (REQUIRED)	4/29/2010 2:49:11PM

Do not send invoices, documents and/or receipts without the “Transaction ID” form.

2. All invoices should be date stamped the day they are received by the institution.

Look for future Direct Pay System/AP Updates
for information on each category.

Please feel free to email suggestions and/or comments.

We are only an email away!



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu