

TTUHSC DIRECT PAY SYSTEM UPDATE

Aug 2, 2010

UPDATE

The following sub categories in the Food & Entertainment Section have been combined:
Bottled Water/Services & Coffee/Soft Drinks

It is now one subcategory –
Coffee/Soft Drinks and Water/Srvc

REMINDERS

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 received in departments should be **date stamped** the day they are received.

DID YOU KNOW?

There are some vendors who will give you a discount on monthly services if you pay in full for an entire year. Check with your vendors.



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