

Laserfiche/Weblink Information

Access to Purchasing Card Documentation

- If you already have access to the Business Affairs Repository in Laserfiche/Weblink, complete the PCard Access Form at <http://www.ttuhs.edu/gs/documentsservices/PCardAccess.pdf>. Scan and email it to DocumentServices@ttuhs.edu or fax it to 806.743.2759
- If you do not have access to Laserfiche/Weblink you will need to go to: http://www.ttuhs.edu/gs/documentsservices/confidentiality_agreement.pdf Fill out the Confidentiality Statement to gain access to the Business Affairs repository and the Pcard Access Form (above) and scan and email them to DocumentServices@ttuhs.edu or fax it to 806.743.2759

Searching for Purchasing Card Documentation

- Records may be viewed by searching the last six digits of the card or the name of the cardholder, using the field search option and choosing PCARD as the template.

Billing on Default FOP of the Purchasing Card

- If the department and/or cardholder wants another FOP charged other than the default FOP tied to each card, an email requesting this change should be sent to PaymentServicesElp@ttuhs.edu.

Retention of Purchasing Card Documentation

- Original documentation will be kept for 3 years plus the current Fiscal Year in Payment Services' storage. If an original receipt is needed for returned items, send an email to PaymentServicesElp@ttuhs.edu.

Some tips for preparing the records for scanning:

- ✓ Remove all staples
- ✓ Do not place transparent tape over invoice/receipt transaction date, amount, description of item, or vendor name. The tape "fades" the printed info.
- ✓ If the full 16 digit card number is notated on any supporting document, block out the first ten digits of card number and the 3 digit security code.