

Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

Procedure: Checklist for Purchasing a Membership	
	Effective Date: July 19, 2019
References: HSCEP OP 72.15 , HSCEP OP 72.03	
TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhscc.edu/compliance/	

Procedure Statement

The purpose of this procedure is to provide a process when making payment for new or renewing a membership for TTUHSC EP business purposes.

Scope

Process when making payment for new or renewing a membership for TTUHSC EP business purposes.

Procedure

1. Prior to requesting use of the Purchase Card (PCard), take a screen shot of the approved vendor from the TTUHSC El Paso Professional Societies List (elpaso.ttuhscc.edu → Employee Links → eRaider tab → Web Raider → HSC Finance El Paso tab → Procurement Services heading → under Helpful Links)
2. If the vendor does not appear, contact Purchasing Office for assistance.
3. Before PCard is requested, a copy of the Professional Society page must be shown to Senior Office Assistant or Associate Managing Director.
4. Individual requesting the PCard must sign out the card via CITI MasterCard log sheet.
5. As you move through the payment process, make sure you print out every step along the way as it will be required in the following step.
6. Employee must prepare the following documents:
 - a. Purchasing card transaction cover, the transaction number may be left blank. This will be filled out by the PCard Owner.
 - b. Professional Society page
 - c. Invoice payment confirmation documents
 - d. Vendor Invoice/Dues Notification
 - e. All payment process copies, as stated in step 3.
7. Return PCard, document the amount that was charged by vendor and the date when the card was returned in the CITI MasterCard log sheet.

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8. Place required documentation packet in the PCard Back Up Folder located in the “Institutional Compliance Accounting Reports” binder. Binder can be found in the Associate Managing Director’s office.

Frequency of Review

As needed.