SUL ROSS STATE UNIVERSITY
PURCHASING CARD PROGRAM

PROGRAM OVERVIEW

Program Overview

Sul Ross State University's Purchasing Card Program is a fast, flexible alternative for ordering certain goods/services from vendors that accept MASTER CARD as a form of payment. The program is designed to delegate the authority and capability to purchase these items directly to the cardholder. It enables the cardholder to make purchases directly from vendors without the issuance of a purchase order or check request. The program is not designed to replace the current purchasing process but is a supplement to that process and a delegation of purchasing authority and responsibility to the cardholder. Cardholders accept the responsibility of adhering to all State, Board of Regent and Sul Ross State University purchasing policies and procedures and the maintenance of required records. Cards will not be issued to any employee until the account manager and cardholder have received training provided by the Purchasing Department. Accounts will be encumbered based on estimated annual purchases.

How does the program work?

An account manager can apply for a purchasing card in the cardholder's name. The card is mailed to the Purchasing Department and, after appropriate training is complete, it is issued to the cardholder. A purchase may be made in person, by telephone, or over the internet using the card. The cardholder logs the purchase in a transaction log. After a purchase is made, the purchasing card company pays the vendor within three days. The purchasing card company bills the University and is paid. Cardholders access the purchasing card company's website and reconcile online transactions against their transaction log.

What is the benefit?

Departments benefit through reduced paperwork, quick and efficient ordering, and faster delivery. The University benefits due to reduced paperwork and savings through the consolidated billing by purchasing card provider. Vendors benefit through expedited payments.

Important Points of the Program.

The following important points should be reviewed before using the purchasing card:

- ✓ Your signature on the Cardholder Agreement means that you understand the intent of the program and agree to follow the established guidelines as stated in this Purchasing Card Manual. Please read it carefully.

- ✓ Your purchasing card is issued in your name. You are responsible for the security of the card and the transactions made with it.

- ✓ You must not exceed your delegated budget, transaction or monthly limits.

- ✓ You are responsible for maintaining and reconciling your transaction log.

- ✓ The purchasing card is not intended to avoid or bypass appropriate purchasing or payment procedures.

- ✓ The purchasing card is not for personal use.

- ✓ The purchasing card must be returned to the Program Coordinator upon your transfer or termination.

Purchasing Card Policy

The University's Purchasing Card can be utilized to procure goods and services under <u>$2,000</u>. This program enables the user to make purchases directly from vendors without the issuance of a purchase order or check request. The program is not designed to replace the current purchasing process but is a supplement to that process and a delegation of purchasing authority and responsibility to the cardholder. Cardholders accept the responsibility of adhering to all State, Board of Regent and Sul Ross State University purchasing policies and procedures and the maintenance of required records. Cards will not be issued to any employee until the account manager and cardholder have received training provided by the Purchasing Department. Accounts will be encumbered based on estimated annual purchases.

Program Responsibilities

The following positions have certain responsibilities regarding the University's purchasing card program.

- Program Administrator – The Director of Purchasing is assigned the responsibility of administering the overall program through designation as Program Administrator. The Administrator is responsible for approving credit limits within the established policy and enforcing University policies related to the program, as well as issuing cards and monitoring the use of those cards.
- Program Coordinator – Person who is responsible for maintaining documentation and periodic auditing of purchasing card activities. The Program Coordinator is the first level of contact for questions or problems regarding the program. The Senior Buyer in the Purchasing Department currently serves as Program Coordinator.
- Account Manager – Person who is responsible for designating cardholders for the accounts under their control and for approving monthly purchasing card statements of cardholders to ensure that they are within SRSU's policy. The Account Manager maintains all responsibility for the account and must insure that funds are not overexpended.
- Cardholder – Person designated by the Account Manager to utilize the purchasing card. The cardholder is responsible for adhering to all State, Board of Regents and Sul Ross State University purchasing policies and procedures, for maintaining required records, for verifying all transactions listed on their billing statement, and for maintaining the security of their individual purchasing card. All records including logs, individual statements, invoices and receipts must be maintained on University premises and should be filed in central departmental files after reconciliation. The cardholder is responsible for notification of lost cards and initiating the dispute process for a questionable charge.

Penalties

Any abuse of the card, including but not limited to purchasing prohibited items, splitting orders to avoid purchasing rules, inadequate record keeping or not responding to billing inquiries promptly will result in disciplinary action. The card is to be used for SRSU official business only. Personal purchases, other than an error that is immediately corrected, will be considered misappropriation of state funds and may result in discharge, criminal charges, or both.

Card Use

The card may be used for single purchases of less than <u>$2,000</u> and total purchases per month of less than <u>$5,000.</u> Higher or lower limits per month may be requested. Only the authorized cardholder may use the card to make purchases, however, the cardholder may call in an order and allow others to pick it up. Permitted purchases are all allowable categories of purchases <u>except</u> those listed below:

- Purchases of furnishings, equipment, or software with a unit price of $500 or more or a total price of $1,000 or more, unless approved, in writing, by the appropriate vice president.
- Consulting, Personal or Professional Services
- Insurance
- Temporary Personnel
- Travel
- Hotel Rooms (or Reservations)
- Lease or Rental of Space
- Alcoholic Beverages
- Food and Entertainment (State Accounts)
- Flowers/Plants (State Accounts)
- Memberships
- Cash Disbursements
- Items for Personal Use
- Animals (Live)
- Controlled Items (guns, fax machines, stereo systems, cameras, TVs, VCRs, camcorders, laserdisc players, computers, printers, servers)
- Fuel
- Cell Phones
- Postage
- Chemicals or Hazardous Materials
- Moving Expenses
- Purchases with equipment trade-ins
- Time or Installment purchases.
- Gifts or stipends

Record Keeping

The cardholder is responsible for maintaining a log of all credit card transactions. The log represents official support documentation for the expenditure of funds. The cardholder must retain all credit card slips, itemized invoices, sales receipts, packing slips or other information or correspondence related to the purchase and forward these to the account manager with the monthly reconciliation. All documents should be retained in departmental files for the current fiscal year plus the three previous fiscal years. The file retention period also applies to the purchasing card records of terminated employees.

Reconciliation

The cardholder must reconcile the transaction log at the close of the billing period (no later than the 11th of the month). The transaction log is reconciled to transactions on the bank's website and forwarded, with related documentation, to the account manager responsible for the account on which the card is issued. The account manager must review the documentation and sign the reconciled log. The bank may also send a paper statement which can be filed with your documentation.

Billing/Payment

The Controller's Office will be billed monthly by the issuing bank for all charges made by SRSU cardholders. The Controller's Office will pay the summary billing in full and charge the account designated for each card.

Auditing

All records pertaining to purchasing card use will be subject to post-payment audit by the Purchasing Department, Controller's Office, Internal Auditor's Office and State Auditor's office. Onsite audits will be performed periodically on the records of all cardholders. The objective of the audit is to determine compliance with the purchasing and record keeping requirements of this policy. A report of audit findings will be prepared at the conclusion of each audit and a copy submitted to the account manager and appropriate administrative officers.

Lost or Stolen Cards

Cardholders must notify the issuing bank immediately if a card is lost or stolen. Bank representatives must be informed that the lost/stolen card is a purchasing card. Cardholders must also notify the account manager and Purchasing Card Coordinator or Administrator as soon as possible.

Card Cancellation

When a cardholder transfers to another department or terminates employment, the account manager must notify the Purchasing Department so the purchasing card can be cancelled. The account manager must obtain the card from the cardholder, cut the card in two pieces and return it to the Purchasing Card Coordinator with a written request to cancel the card and a final reconciled transaction log no later than 2 weeks before the employee transfers or terminates employment. Noncompliance with State and University purchasing policies/procedures will also be grounds for cancellation of a cardholder's purchasing card.

<div align="center">

Purchasing Card Procedures

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How do I obtain a card?

To obtain a purchasing card, contact the Purchasing Department and request a purchasing card action/application form. Complete the form, obtain the appropriate account manager's signature and return the form to the Purchasing Department. Upon receipt of your completed action/application form, the Program Administrator will review, approve and forward the necessary documentation to the purchasing card company for processing. The purchasing card company will send the card(s) to the Program Administrator. This process normally takes two to four weeks. Upon receipt you will be contacted to attend a short orientation/training session. If your account manager has not already had training, he/she will be required to attend as well. At the end of the session, you will be asked to sign the cardholder agreement and the card(s) will be released to you.

How do I make a purchase?

To make a purchase of goods or services using the purchasing card, you must first determine if the transaction is an acceptable use of the card and within your spending limit. A transaction includes the purchase price, freight and installation.

- ✓ Call or fax the order, visit the vendor, or place the order over the internet if there is reasonable certainty that the site is secure. A secure site should display a message box indicating you are about to enter a secure site. The address line should change from http to fttp. Confirm pricing including shipping and installation.
- ✓ Enter information on transaction log.
- ✓ Secure a receipt or invoice for all purchases.
  Purchases for SRSU are tax exempt. Stress to the vendor that SRSU is tax exempt. If required, a tax exemption form can be obtained from the Purchasing office and forwarded to the vendor.
- ✓ Provide detailed shipping instructions to the vendor. All items must be shipped to an SRSU authorized facility. Since no purchase order will be issued, all boxes and packing lists should be labeled with the words PCARD, the cardholder's name and department to insure delivery to the correct person. If delivered directly to the department, information should include building and room number.
- ✓ Direct the vendor not to charge the account before the goods are shipped. Back orders should not be charged until the goods are shipped.

How do I receive goods/services?

Upon receipt of goods/services, you should immediately verify the contents of the shipment and that they are in good condition or that the services have been satisfactorily completed. It is your responsibility to ensure receipt of goods and to follow up with vendors to resolve any delivery problems, discrepancies, and/or damaged goods. By law, vendors have only 15 days to file a claim on damaged freight. All receipts should be clearly dated and signed.

How do I keep my records?

Each individual purchase must be recorded in the transaction log at the time of purchase. You must enter the transaction date, the vendor, and a description of the items purchased. The description should include enough detail so it may be recognized as an appropriate purchase. You must also indicate the appropriate object codes for the purchase.

For each purchase, you must obtain an itemized receipt/invoice that clearly indicates what is being purchased and the associated cost. All receipts must be kept with the transaction log in the order the transactions are recorded. Other documents that must be retained and kept with the log are packing slips, credit card receipts/slips and other information or correspondence related to the purchase. Any credit, return, or disputed item must also be recorded in the transaction log.

No later than the 11th of the month, you must reconcile the log to the bank's online system. Each item must match the transaction, per the log. Any discrepancy should be identified and promptly investigated with documentation of action taken recorded as an attachment to the log. It is your responsibility to resolve all discrepancies. The log must be reconciled and forwarded with associated documentation to the account manager within 3 days of the receipt of the statement. Failure to maintain and reconcile log may result in cardholder privileges being removed.

How do I return or dispute an item?

Should a problem arise with a purchased item or charge, you should make every attempt to first resolve the issue directly with the supplier. Review of future online transactions is vital to insure the account is properly credited for returns, credits and disputed charges. The returned, credited or disputed item must be noted on the transaction log.

RETURNS: If an item needs to be returned to a supplier, contact the supplier and obtain instructions for the return. Some suppliers may charge a restocking or handling fee for returns. All returns must be recorded in the transaction log.

CREDITS: If an item is accepted as a return by the supplier, a credit for this item should appear on the following month's statement. All credits must be recorded in the transaction log.

DISPUTED CHARGES: If you find a discrepancy on a monthly statement, you should contact the supplier and attempt to resolve the problem directly. **All disputed items must be recorded in the transaction log.** If you cannot resolve a disputed item directly with the supplier, contact Customer Service at Citibank. If they are unable to resolve the problem immediately, they will ask you to complete a Statement of Disputed Item Form. Fax the form to the number indicated on the form. Citibank will place the charge in a 'State of Dispute' and the account may be given a provisional credit.

How do I make payments?

The good news is, you don't! The Controller's Office will be billed monthly by the purchasing card company for all charges made by SRSU cardholders. Your monthly paper statement is for information only. File this statement with your transaction log and supporting documentation. The purchasing card does not affect the cardholder's credit rating in any way.

How can I increase my budget?

Request a budget increase from your account manager. The account manager must put their request in writing and submit it to the Purchasing Card Administrator. You and your account manager will be notified in writing if this has been approved. Do not spend over your existing limit until you have been officially notified of the increase.

How do I cancel a card?

Cards can be cancelled at anytime but must be cancelled if you transfer to another department or leave employment with SRSU. No later than 2 weeks before you transfer or leave our employment, you should cut the card in half and give it to your account manager who will forward it to the Purchasing Card Coordinator. The account manager will also be required to send a written request to cancel the card and you must provide a final reconciled transaction log.

How do I report a lost or stolen card?

Lost or stolen cards must be reported immediately to Citibank at 1-800-248-4553. Contact the SRSU Purchasing Card Coordinator or Administrator at (432) 837-8045 after contacting Citibank or P-Card Issuer..

Appendices

Program Contacts

Purchasing Policy

Forms

Transaction Log Instructions

CitiDirect Global Card Management System Guide

Purchasing Card Program Contacts

SRSU Purchasing Department		(432) 837-8045
Citi Bank Card Activation	1-800-248-4553	for cardholders to activate a new card. Last 4 digits of SS# required.
Citi Bank Customer Service	1-800-248-4553	for cardholders to inquire about account balance, transaction history and declines. Also the number for lost/stolen card notification.

SUL ROSS STATE UNIVERSITY
PURCHASING CARD PROGRAM
ACTION/APPLICATION FORM

Action Requested (check one of the following)	
New Card Request _____	*Card Cancellation _____
Account Change _____	*Card No. _____

Department Information

Department: _____

Account Number(s):_____

Account Manager: _____

Acct. Manager Email Address: _____

Acct. Manager Phone: _____ Acct. Manager Fax: _____

Cardholder Information

Cardholder Name (24 characters): _____

Social Security Number: _____

SRSU Mailing Address: _____

Cardholder Email Address: _____

Cardholder Work Phone: _____ Cardholder Fax:_____

Cardholder Home Phone:_____

Cardholder Purchase Limits (This section must be completed)

Spending Limit Per Month (maximum $5,000):_____

Single Purchase Limit (maximum $2,000):_____

Cardholder **Annual Credit Limit per Account** (specify limit for each budget acct.): _____

_____

Sign and forward application form to Purchasing Department at: Box C116

Account Manager Signature:_____

Name (print/type):_____

Title: _____

Date: _____

Approved By: _____ Date: _____
            (Program Administrator Signature)

* Lost or stolen cards must be reported underline immediately to Citi Bank at (800) 248-4553. Contact the SRSU Purchasing Card Program Administrator at (432) 837- 8045 after contacting Citi Bank.

Instructions for Purchasing Card Application

1   Action Requested – Check one box to signify if this is a NEW application, a CHANGE or a request to CANCEL/CLOSE an existing card. Please be sure to provide the card number for all options <u>except</u> NEW application.

2   Department Information – Provide all information in this section. If the cardholder will be authorized to charge to more than one account number under your control, please enter each approved account number in this section.

3   Cardholder Information – Provide all information in this section including cardholder's home phone number.

4   Cardholder Purchase Limits – Provide the desired limits for this cardholder. If the cardholder will be authorized to charge to more than one account number under your control, please list each account number separately with the annual credit limit for each separate account number.

5   Signatures – This application must be signed and dated by the appropriate account manager and forwarded to the Purchasing Department. The Purchasing Card Program Administrator will review the application and if approved, will have the card ordered. Cardholders will be required to attend training before receiving their card.

SUL ROSS STATE UNIVERSITY
CARDHOLDER PURCHASING CARD AGREEMENT

I hereby acknowledge receipt of a Sul Ross State University (SRSU) MasterCard Purchasing Card. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Purchasing Card policies and procedures.

I acknowledge that I have read and understand the terms and conditions of this Agreement and the Purchasing Card policies and procedures. I understand that SRSU is liable to Citibank and MasterCard for all SRSU charges.

I agree to use this card for SRSU approved purchases only and agree not to charge personal purchases. I understand that SRSU will audit the use of this card and report any discrepancies.

I further understand that improper use of this card may result in disciplinary action, which may include termination of employment. I agree to repay SRSU any amounts owed by me even if I am no longer employed by SRSU.

I understand that the card is the property of SRSU. I further understand that SRSU may terminate my right to use this card at any time for any reason. I agree to return the card to SRSU immediately upon request or upon termination of employment.

Cardholder: Master Card #: _____

Signature: Date: _____

Printed Name: Department: _____

Cardholder Signature: _____

SUL ROSS STATE UNIVERSITY

Ref No.	Order Date	Vendor Name	Description	FOAPAL	FOAPAL	FOAPAL	Account Code	Date Rec
			Balance as of:	0.00	0.00	0.00		

Purchasing Card Transaction Log

Account Code Key		
7299 Contracted Services	7315 Food/Entertainment	7367 Maintenance/Repair
7300 Supplies & Materials	7281 Advertisements	7380 Computer Software
7303 Subscriptions	7334 Furniture/Equipment	7382 Books/Ref. Materials

Cardholder Name: _____

Last four digits of card: _____

Keeping and reconciling your transaction log

When you start your log . . .
1   Enter your name and last four digits of your card number,
2   your FOAPAL number(s),
3   and your budget balance.

When you've ordered an item . . .
1   Assign a sequential item number and enter the number,
2   the order date,
3   the vendor name,
4   the item description,
5   and the amount on the transaction log under the appropriate FOAPAL number. Mark any
order forms, receipts, invoices and/or packing lists with the item number and file with your log.

When you receive an item . . .
     9.   Enter the received date.

When you return an item . . .
     10.   Assign and enter a new sequential item number, the return date, vendor name, a brief
               description of what was returned, and add the amount for the returned item under the
               original account number.

To reconcile your account . . .
1   Calculate your new budget balance,
2   assign an account code to each transaction,
3   compare your log to the transactions online, matching each transaction and entering the
transaction date on the log and check the "cardholder reviewed" box,
4   Sign and date your log. Retain a copy for your records and submit the original log and
supporting documentation to your account manager for approval. Your account manager will
review and approve your transactions online and sign and date your log. The log and supporting
documentation will be filed in a departmental file.
5   Begin entering transactions below the approval signatures from the previous month.

To start a new month . . .
To increase your budget . . .
     16.   Request a budget increase from your account manager. The account manager must put
               their request in writing and submit it to the Purchasing Card Administrator. If this has
               been approved, enter the budget increase on your log.

SUL ROSS STATE UNIVERSITY
Purchasing Card Transaction Log

Ref No.	Order Date	Vendor Name	Description	FOAPAL 121111-5555552	FOAPAL 222111-555555	FOAPAL 44511
4	5	6 3	Beginning Balance	1,000.00	500.00	200.0
1	3/4/07	Quill 7	Paper, Pens 8	50.00		
2	3/5/07	True Value	Nuts and bolts	10.00		
3	3/27/07	Office Depot	Address Stamps		25.00	
4	3/30/07	Office Depot 10	Returned stamps spelling error		25.00	
			11 Balance as of 3/31/07	940.00	500.00	200.0
			Default:			
		14	add signatures after			
			printing.			
15						
5	4/10/07	Baeza's Thriftway	Refreshments for meeting		50.00	
	4/27/07	16	Budget Increase approved		100.00	

Cardholder Name:

(1) ————   John Doe

Last four digits of card: 4369

Account Code Key		
7299 Contracted Services	7315 Food/Entertainment	7367 Maintenance/Repair
7300 Supplies & Materials	7281 Advertisements	7380 Computer Software
7303 Subscriptions	7334 Furniture/Equipment	7382 Books/Ref. Materials

CARDHOLDER QUICK REFERENCE GUIDE

Sul Ross State University Procurement Card Program

CitiDirect Global Card Management System Quick Reference Guide

For

Cardholders

Logging On

1. Via the Internet type the following URL in the address bar:
   https://www.globalmanagement.citidirect.com/sdng/login/login.do

2. The OnLine sign on screen will appear.
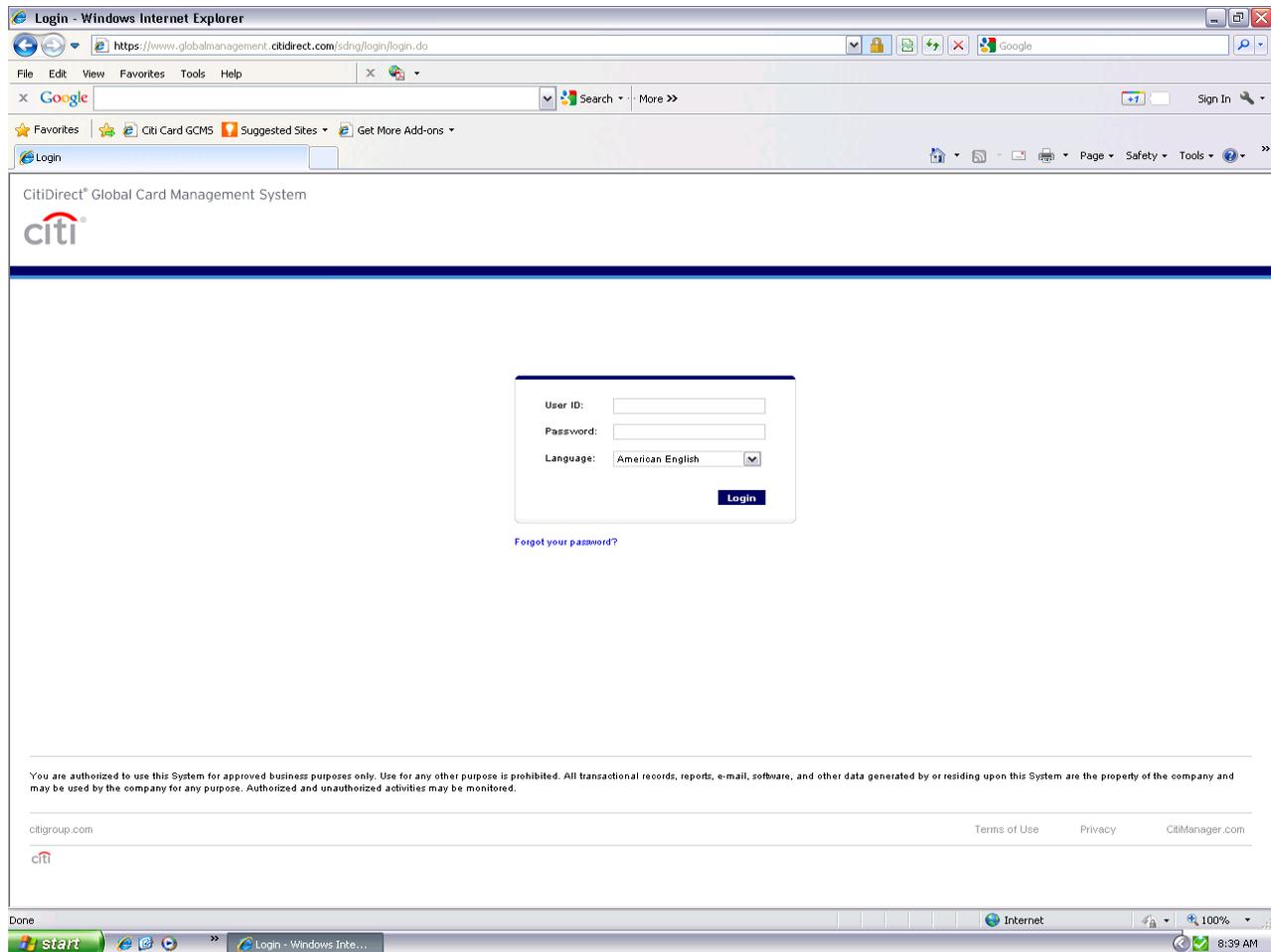
Your temporary User ID is your 16-digit card number.
Your temporary password is 756sulross plus the last four digits of your credit card number.
At first login, the system will prompt you to choose a permanent password to continue. Your password must be at least 8 characters of which at least 2 must be numbers. You will also need to select and create a password reset question.

Both your temporary and permanent Passwords are case sensitive. Please record your permanent password in a secure place being sure to write it EXACTLY as you typed it.

Once you have successfully reset your password you will be prompted to create a user id to replace your 16-digit account number for access to the system.

Logging On Continued

3. After successfully logging in, the system will take you to the home page/inbox. You will use the tabs at the top of this page to navigate through the system.
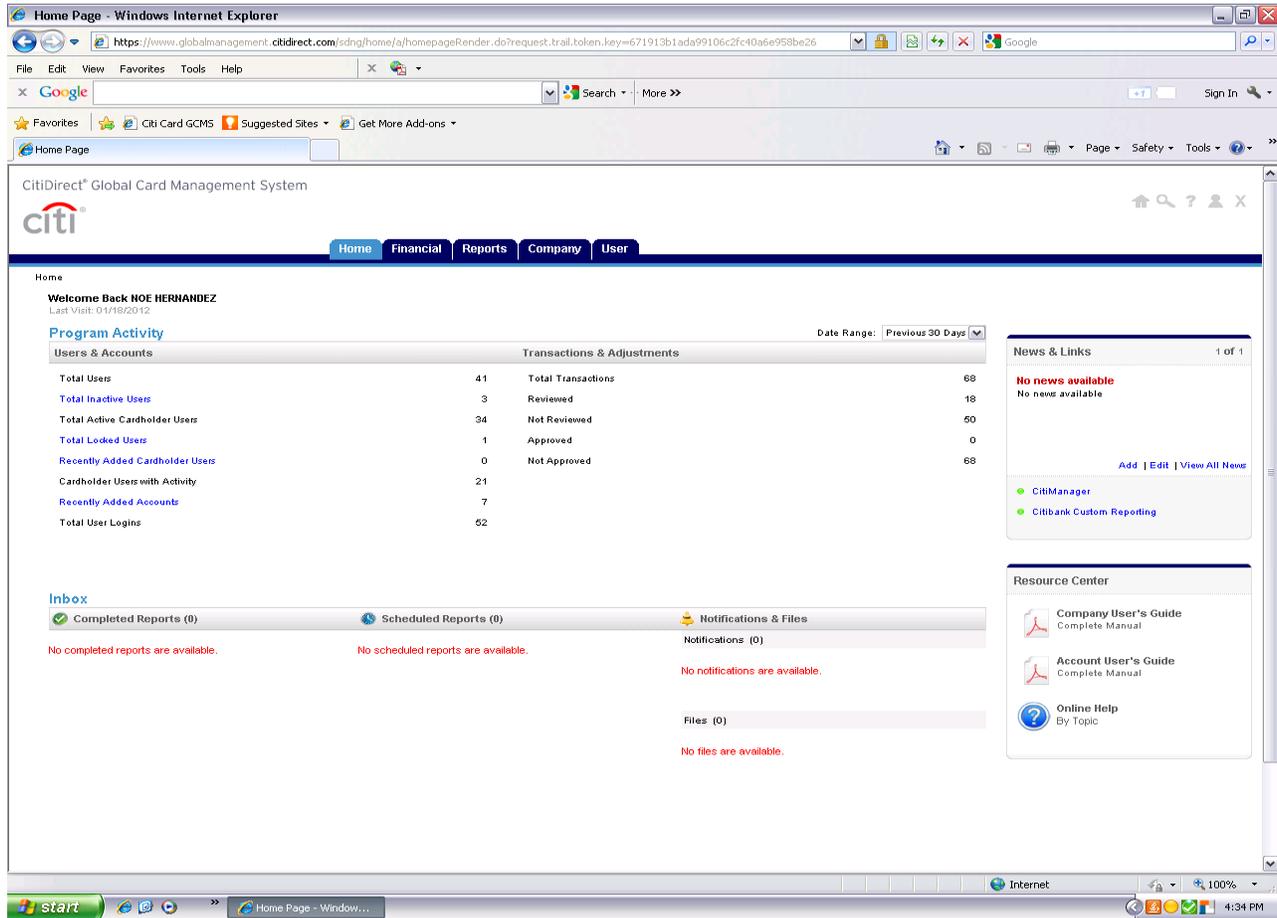
Viewing Transactions

The Financial Tab allows you to query any subset or all of your transaction data based on a specific date range and other filtering criteria that you select. Transactions will be available for you to view within Citi's GCMS webpage the day after the charge posts to your account, enabling you to view

On this page, you will select criteria for the transactions that you would like to view, including date criteria and review status. Hint: Always use the Billing Cycle to ensure you get the right transactions.
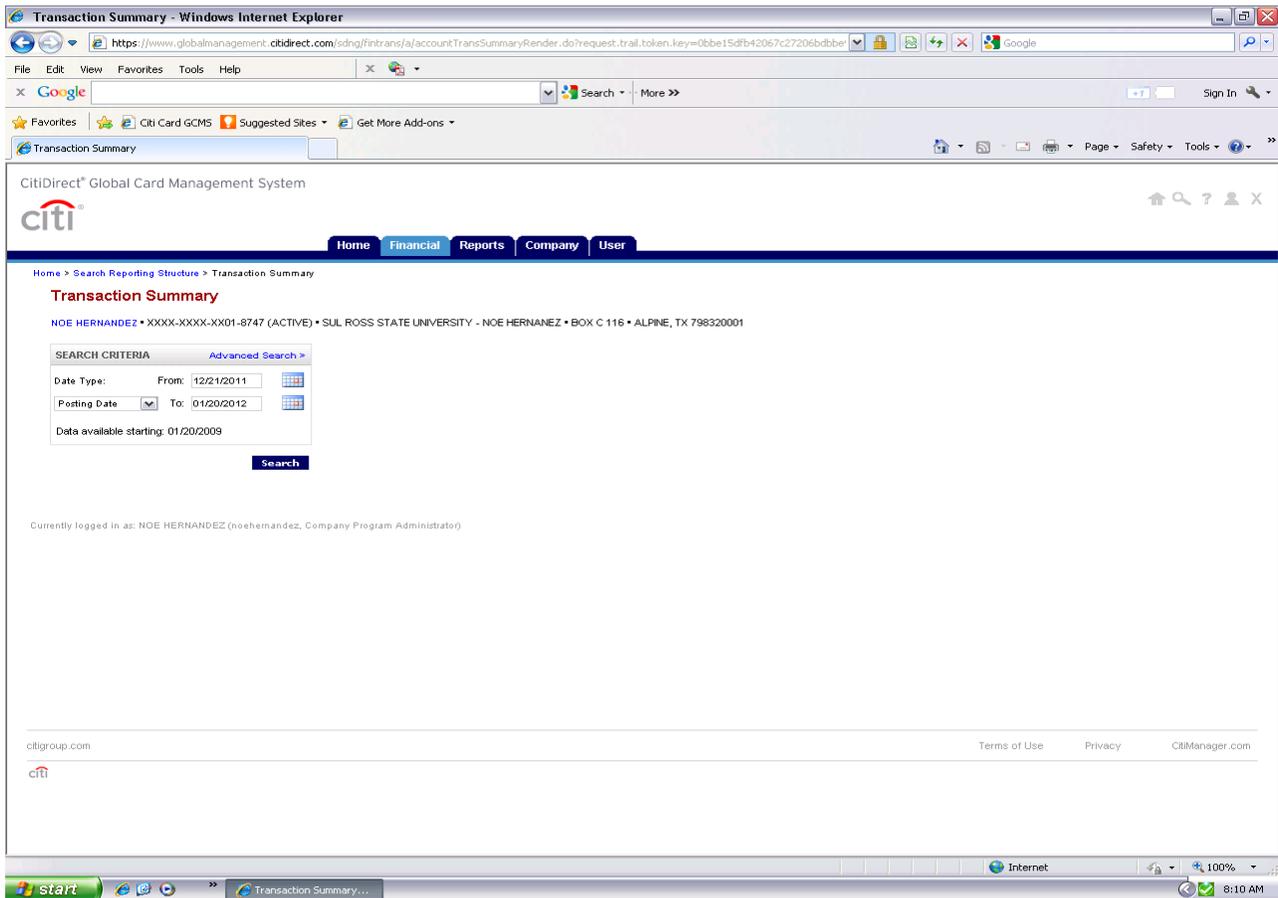
After you have selected your criteria, press "SEARCH" to see your transactions.
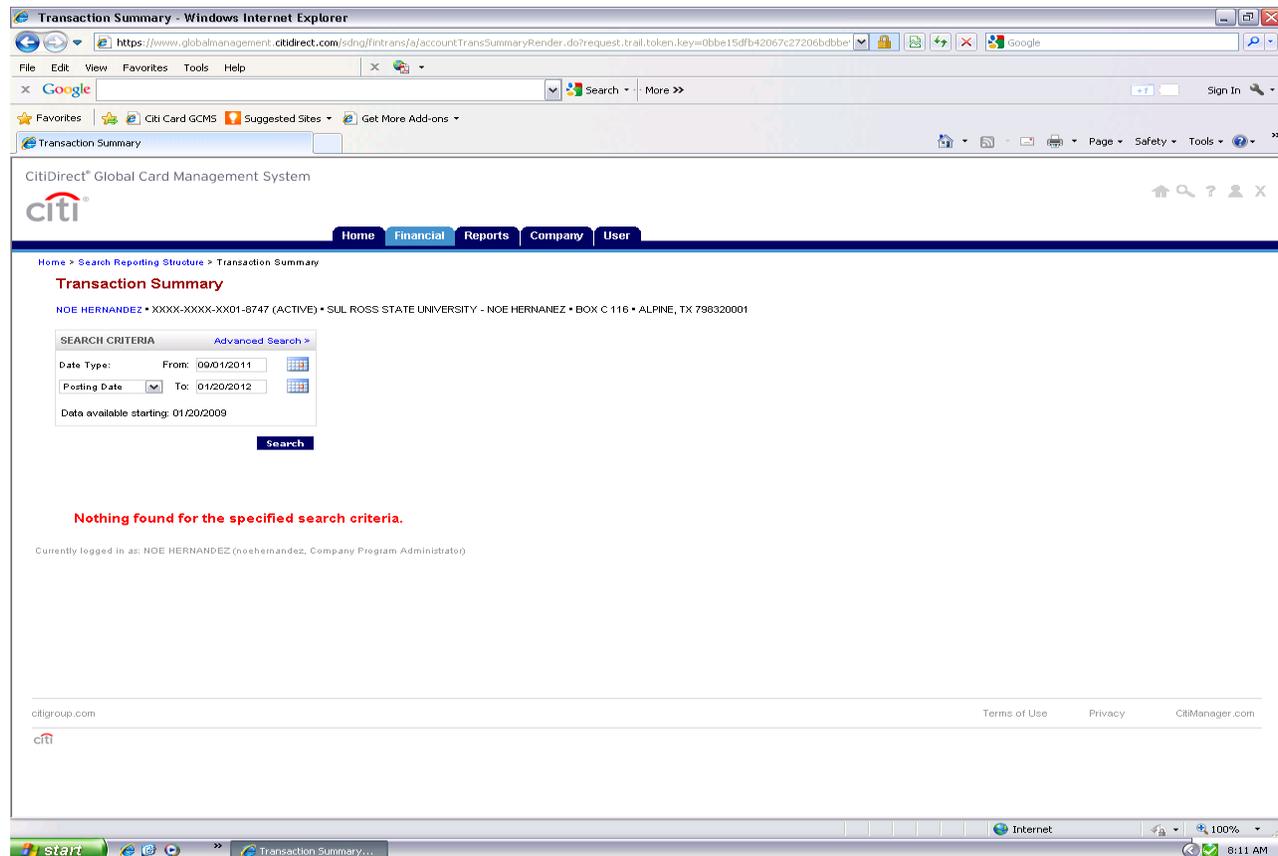
Reallocating Transactions

Reallocating

You will be required to code or reallocate your transactions online. You will see your default codes assigned to each transaction. You will be able to select the information in the field by choosing a new value from the dropdown menus. You are required to enter a freeform expense description for each transaction. Press "SAVE" to save your work.

QUICK REFERENCE GUIDE

Splitting Transactions

Splitting Transactions

A transaction may require costs to be divided between two or more accounts numbers or object codes. To split a transaction, press the Split icon associated with the transaction you want to split.

Estimate how many splits to create and press the create button.

https://www.globalmanagement.citidirect.com/sdng/fintrans/a/accountTransSummaryRender.do?request.trail.token.key=0bbe15dfb42067c27206bdbbe'

File   Edit   View   Favorites   Tools   Help

Favorites | Citi Card GCMS | Suggested Sites | Get More Add-ons

Transaction Summary

Expand All | Collapse All

Send Email   **Save**   **Reset**

SEARCH RESULTS   Search Total: 10,507.49

Detail			Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			☑	☐	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -90509	227.88		
			☑	☐	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX -79832	67.66		
			☑	☐	09/29/2011	09/28/2011	WAL-MART #0897 FT. STOCKTON, TX -79735	44.14	2.16	
			☑	☐	10/05/2011	10/03/2011	QUILL CORPORATION 08007898955, IL -60069	536.87	40.90	
			☑	☐	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
			☑	☐	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
			☑	☐	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX -79832	610.43		
			☑	☐	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
			☐	☐	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION   Display accounting codes from Account Level

FOAP Numbers   User "A" Number   Description of Purchase   Account Code

Copy to All on Page

Starts With:
A00011164 - Louis A Harveson
A00011170 - Robert Kinucan
A00011209 - Aster Trevino
A00011216 - Barbara Vega
A00011219 - Bonnie J Warnock

Close

| | | | ☐ | | 11 | 10/06/2011 | AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108 | 25.23 | | |

Search Total: 10,507.49

Expand All | Collapse All

Send Email   **Save**   **Reset**

1 - 10   View Next >>

Currently logged in as: NOE HERNANDEZ (noehernandez, Company Program Administrator)

citigroup.com   Terms of Use   Privacy   CitiManager.com

citi

Done   Internet   100%

start   Transaction Summary...   8:14 AM

Detail			Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			☑	☐	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -90509	227.88		
			☑	☐	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX -79832	67.66		
			☑	☐	09/29/2011	09/28/2011	WAL-MART #0897 FT. STOCKTON, TX -79735	44.14	2.16	
			☑	☐	10/05/2011	10/03/2011	QUILL CORPORATION 08007898955, IL -60069	536.87	40.90	
			☑	☐	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
			☑	☐	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
			☑	☐	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX -79832	610.43		
			☑	☐	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
			☐	☐	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION   Display accounting codes from Account Level

FOAP Numbers   User "A" Number   Description of Purchase   Account Code

Copy to All on Page

Starts With:
7203 - Registration Fees
7210 - Fees & Other Charges
7281 - Advertisements
7299 - Contracted Services
7300 - Consumable Supplies

Close

| | | | ☐ | ☐ | | 10/07/2011 | 10/06/2011 | AMAZ... AMZN... | | | |

Search Total: 10,507.49

Expand All | Collapse All

Email   Save   Reset

1 - 10   View Next >>

Currently logged in as: NOE HERNANDEZ (noehernandez, Company Program Administrator)

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citi

Done   Internet   100%

start   Transaction Summary...   8:15 AM