

72.14 Corporate Credit Cards

PURPOSE: The purpose of this Operating Policy is to establish guidelines for the use of corporate credit cards issued by Texas Tech University Health Sciences Center (TTUHSC). These cards will be issued exclusively to the President of TTUHSC for charging expenses that

distribution summary) will then be forwarded to the TTUHSC PCard office for processing within thirty (30) days from the end of the monthly billing cycle.

7. Delinquency and Corrective Action :

To remain in good standing, the President's office must notify the TTUHSC PCard office if report submission(s) and/or reimbursement(s) will be delinquent. Any delinquency exceeding two months may lead to cancellation of the corporate credit card.

8. Program Contact Information:

For assistance with corporate credit cards, please contact PCard Office at Pcard@TTUHSC.edu