

Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

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| Procedure: Checklist for Purchasing Food | |
| | Effective Date: July 19, 2019 |
| References: HSCEP OP 72.16 | |
| TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhscc.edu/compliance/ | |

Procedure Statement

The purpose of this procedure is to provide a process when ordering bottles of water, food and/or candy for TTUHSC EP business purposes.

Scope

Process for ordering bottles of water, food and/or candy for TTUHSC EP business purposes.

Procedure

1. Per HSCEP OP 72.16 Official functions, Business Meeting, and Entertainment- Pre Approval Form (https://elpaso.ttuhscc.edu/opp/_documents/72/op7216a.pdf) must be filled out and approved by the Department Head and the President's Office. This should be requested thirty (30) days prior to event or purchase.
2. A copy of the approved form must be provided to the department purchase card owner. The copy will be filed in the CITI MasterCard Department credit Card log sheet binder.
3. Purchase card may be requested for food, bottled water and/or candy purchase.
4. Individual requesting the purchase card must sign out the card via CITI MasterCard log sheet.
5. Once the purchase card is returned, document the amount that was charged by vendor and date when the card was returned in the CITI MasterCard log sheet.
6. Verify that the invoice/receipt shows that no tax has been charged. If there is a tax charged the purchaser is responsible to get the tax amount rectified and obtain a correct receipt.
7. Purchaser must have the following documents:
 - a. Purchasing card transaction cover
 - b. TTUHSC Food & Entertainment Substantiation Form
 - c. Pre-Approval Form
 - d. Itemized Vendor Invoice/Receipt
 - e. Meeting Sign-In Sheet
 - f. Agenda
8. Place required documentation in a packet in the PCard Back Up Documentation Folder in the "Institutional Compliance Accounting Reports" binder.

Frequency of Review

As needed.