TTUHSC PURCHASING CARD ANNOUNCEMENT

August 22, 2011

END OF YEAR DEADLINE FOR PCARD TRANSACTIONS

EXPENSE REPORT ENDING 09/02/11
(Transactions posting 08/04/11 through 09/02/11)

You can start now!

Transaction adjustments and reallocations can be done as soon as two days from the transaction date of any purchase (if the vendor posts the charge in a timely manner). This means you can work on your August Transactions now through Wednesday, September 7th.

You will ONLY have 2 BUSINESS DAYS after the cycle ends to make your transaction adjustments or reallocations in Citi. The deadline to make your adjustments and/or allocations for your 09/02 expense report is Wednesday, September 7th.

All charges on the September 2nd expense report will be applied to FY 2011

FY12 Transactions

Transactions that have a post date of 9/1 and 9/2 will be applied to FY11. Therefore, if you are ordering for FY12, do not purchase until Tuesday, September 6th.