Important TIPS for allocating

• When you edit the FOP, always start with the ORGN first.
• If there is no change to the ORGN, then select the drop down arrow of the FUND; if the fund is not in the drop down list, it probably has not been setup or the budget has not been processed. Check with your fund manager.
• If you edit the account code only, remember to also click on the drop down arrow and select the budget pool.

Important Reminders

• If you need your user id setup instructions as a cardholder or an allocation user, please send this request to lindsey.myers@ttuhsc.edu.

Expense Report

• To print your expense report, follow the Citi Purchasing Card System User Guide starting on page 28.
• The Expense Report for billing cycle August 2011 (07/02/11 – 08/03/2011) will be available starting Friday, August 5th.