December 2013

CITIBANK EXPENSE REPORT
Transactions from 11/02/13 through 12/03/13

December 5th (Thursday)
The Expense Report will be available to print on December 5th.

December 13th (Friday)
FOAP reallocations and descriptions to be updated in Citi must be processed by Noon CST on Dec. 13th.

December 30th (Monday)
The Expense Report with all supporting documentation is due for review by December 30th. Mail your records before the holidays so that you can check it off your “To Do List” early this month.

*Please review the Checklist to ensure all required documentation is sent. Click Here for Checklist *
Mail to: Lindsey Myers Payment Services LBK STOP 6283.

PCard Training Module and Citi PCard System User Guide have been recently updated. Links to this training material can be found on the PCard home page.

LaserFiche Reminders

Scan Ready tips
Please follow these tips for preparing the records before mailing them to Payment Services.

- Remove all staples
- Do not place transparent tape over invoice/receipt transaction date, amount, description of item, or vendor name. The tape “fades” the printed info.
- If the full 16 digit card number is notated on any supporting document, block out the first ten digits of card number and the 3 digit security code.

Access
All Pcard documentation is scanned in the LaserFiche Business Affairs repository after we review the records. Access to the Pcard documentation is restricted. To obtain access go to: http://www.ttuhsc.edu/gs/documentservices/becomeauser.aspx.

Printers with a total cost of $500.00 to $4,999.99 are no longer considered a controlled asset. If a PCard is used to purchase a printer under $4,999.99, the account code must be changed in Citi to 737700 – Computer Equipment Expensed.