



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.**