



TTUHSC PURCHASING CARD ANNOUNCEMENT

August 29, 2011

Purchasing Card End of Year Deadline

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

Start now with allocation changes
in Citi!

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 have **only 7 business days** before the deadline.
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**.