



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

January 5, 2016

CITIBANK EXPENSE REPORT

Transactions from 12/04/15—01/01/16

Tuesday, January 5th

The January Expense Report is available to print **Today, January 5th.**

Thursday, January 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **NOON** on **January 14th.**

Friday, January 29th

The expense report with all supporting documentation is due for review by **January 29th.**

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu