

Purchasing Card Update

from Payment Services

January 5, 2021

January 2021

CITIBANK EXPENSE REPORT

Transactions from 12/4/2020 — 1/3/2021

Tuesday, January 5th

The Expense Report is available to download **today, January 5th**.

Wednesday, January 13th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon** on **January 13th**.

Friday, January 15th

The Expense Report with all supporting documentation is **due for review by January 15th**. **This is the final report that will be processed on the Citibank portal.**

[Click Here for Checklist](#)

Email reports to: pcard@ttuhsc.edu

Chrome River Update: **Chrome River is now live!** If you have not yet attended Chrome River training, or would like to attend again, please plan on joining us for one of the sessions below. Q & A Sessions are available as well. You may also email questions directly to ChromeRiverHSC@ttuhsc.edu.

Chrome River Basic Training

Thursday, January 7, 3:00 - 5:00

Tuesday, January 12, 10:00 - 12:00

Tuesday, January 19, 2:00 - 4:00

Tuesday, January 26, 10:00 - 12:00

Chrome River Q&A Sessions

Thursday, January 14, 10:00-11:00

Thursday, January 21, 1:00 - 2:00

Thursday, January 28, 10:00 - 11:00

To join the zoom trainings above, please click: <https://ttuhsc.zoom.us/j/9385007640>

Meeting ID: 938 500 7640

One tap mobile (346)248-7799

We welcome your feedback!
Please email your questions or suggestions to: pcard@ttuhsc.edu