

Purchasing Card Update

from Payment Services

January 6, 2020

January 2020

CITIBANK EXPENSE REPORT

Transactions from 12/4/2019—1/3/2020

Monday, January 6th

The **Expense Report** is available to print starting today, **January 6th**.

Monday, January 13th

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

Friday, January 17th

The Expense Report with all supporting documentation is **due for review by January 17th**.

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

[Click Here for Checklist](#)

Mail to: Payment Services
3601 4th Street, STOP 6283
Lubbock, TX 79430

***** Important Message *****

REMINDERS:

- Memberships— A screen print of the **Approved Membership List** with the society's name listed must be included as backup documentation for the expense report.
- Expense reports—**Back up documentation should be in the chronological order of your statement**. Please remove all staples, and use transparent tape around the edges of receipts. If your credit card number is listed on any supporting documentation, block out the first 10 digits and the 3 digit security code.

We welcome your feedback!

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