

# Purchasing Card Update

## *from* Payment Services

January 7, 2019

### CITIBANK EXPENSE REPORT

Transactions from 12/4/2018 through 1/3/2019

#### Monday, January 7th

The January Expense Report is available to print **Today, January 7th**.

#### Wednesday, January 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on January 16th**.

#### Thursday, January 31st

The expense report with all supporting documentation is due for review by **January 31st**.

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

[Click Here for Checklist](#)

Mail to: PCard Reviews

Payment Services LBK STOP 6283

#### \*NEW\* Guidelines for Pcard Deviation Requests

Procurement Services will no longer require deviations for permitted Pcard purchases of \$100 or less with the following exceptions: **Medical Supplies, Pharmaceuticals, Consumable Office Supplies**—Deviations are **still required for these items at any dollar amount**.

Deviations will not be required for book purchases less than \$50. **Any exception must have prior written approval from Purchasing** and filed with all other documentation regarding the pcard transaction.

*We welcome your feedback!*

*Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*