

Purchasing Card Update

from Payment Services

January 8, 2018

CITIBANK EXPENSE REPORT

Transactions from 12/2/17 through 1/3/18

Monday, January 8th

The January Expense Report is available to print **Today, January 8th.**

Tuesday, January 16th

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

Wednesday, 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

Reminder: All Amazon purchases made on Pcard must follow Pcard policies.

We welcome your feedback!

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