



# TTUHSC PURCHASING CARD UPDATE

February 4, 2013

## CITIBANK EXPENSE REPORT ENDING 2/01/2013

Transactions from 1/04/13  
through 2/01/13

### February 4<sup>th</sup> (Monday)

The **Expense Report** for  
billing cycle February 2013  
will be available to print  
**today.**

### February 15<sup>th</sup> (Friday)

**FOAP reallocations and  
descriptions to be notated  
in Citi** must be processed  
for the February cycle  
ending **2/01** by February  
**15<sup>th</sup>.**

### February 28<sup>th</sup> (Thursday)

The Expense Report for  
January 2013 with all  
supporting documentation  
is **due for review on  
February 28<sup>th</sup>.**

**Mail to:**

Lindsey Myers  
Payment Services LBK  
STOP 6283

**Note: If the records are  
not received by the last  
business day of the  
month and/or there is  
documentation missing in  
order to complete the  
review the card will be  
suspended.**

### Monthly Review Update: Percentage of incomplete records

14% March 2012	39% August 2012
26% April 2012	45% September 2012
23% May 2012	28% October 2012
20% June 2012	35% November 2012
23% July 2012	38% December 2012

### Refunds

State of Texas sales tax charged by a vendor must be  
refunded by obtaining a credit from the vendor or  
personally reimbursing TTUHSC timely.

Request for tax refund should be done directly on the  
PCard within 7 days of the purchase. Please try to avoid  
a refund via check. If that is not possible, the check must  
be sent to Lindsey Myers for processing.

### Reminder: Vendors Blocked on the PCard

American RadioLabeled Chemicals	MP Biomedicals
Bio-Rad	New England BioLabs
Cambridge Isotope Laboratories	PerkinElmer
Cole Parmer	Promega
E Biosciences	Qiagen (SABiosciences)
EMD Chemicals	Sigma-Aldrich
Fisher	VWR
Irvine Scientific	Worthington BioChemical
Life Technologies (Invitrogen)	

Chemical and other potentially hazardous material and  
other supply orders must be processed through TechBuy. If  
you have any questions, contact Victor Means at  
[victor.means@ttuhsc.edu](mailto:victor.means@ttuhsc.edu) or Felis Kennedy at  
[felicitas.kennedy@ttuhsc.edu](mailto:felicitas.kennedy@ttuhsc.edu) with Safety Services.

### Other Vendors Blocked for Use on the Purchasing Card

Aqua One, Inc - Cappetto's Italian Restaurant - Midtown  
Printing - WesTex Document, Inc