



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

February 4, 2015

February 2015

CITIBANK EXPENSE REPORT

Transactions from 01/03/15—02/03/15

Thursday, February 5th

The **Expense Report** is available to print starting **February 5th**.

Friday, February 13th

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

Friday, February 27th

The Expense Report with all supporting documentation is **due for review by February 27th**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews Payment Services LBK STOP 6283

El Paso Campus – Payment Services ELP-PCard

Note: The card will be **suspended** 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 monthly review.

****IMPORTANT****

To facilitate the timeliness and efficiency of responding to all communication with cardholders/users, please email questions and requests, transaction declines, reset of passwords, credit limit increases, etc., to: pcard@ttuhsc.edu.

We welcome your feedback!

Please email your questions or suggestions to: Pcard@tuhs.edu