



TTUHSC PURCHASING CARD UPDATE

February 5, 2014

February 2014

CITIBANK EXPENSE REPORT

Transactions from 1/04/14 through 2/03/14

February 5th (Wednesday)

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

February 14th (Friday)

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST on Feb. 14th**.

February 28th (Friday)

The Expense Report with all supporting documentation is **due for review by February 28th**.

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

Mail to: Lindsey Myers Payment Services LBK STOP 6283.

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.**

F&E PCard Transactions

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Purchasing Card purchases for Food and Entertainment (F&E) must be documented using the "**Food and Entertainment Substantiation Form**". These forms contain the necessary information to validate this business expense and must be kept with the Purchasing Card records.

[http://www.fiscal.ttuhs.edu/busserv/pcard/collateral/PCard%20Food%20and%20Entertainment%20Substantiation%20Form%20\(Fillable\).pdf](http://www.fiscal.ttuhs.edu/busserv/pcard/collateral/PCard%20Food%20and%20Entertainment%20Substantiation%20Form%20(Fillable).pdf)

Pre-Approval for Events ≥ 500

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Expenses for official functions, business meetings, and entertainment that aggregate to **\$500 or more** must be approved in writing by the President, Dean, Regional Dean, or Vice President in **advance of incurring the expense**. The Pre-Approval Form (Attachment A) must be completed, signed, and attached be filed with all the department's purchasing card transactions along with the F&E form.

<http://www.ttuhs.edu/hsc/op/op72/op7216a.pdf>