



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

February 5, 2016

CITIBANK EXPENSE REPORT

Transactions from 01/02/16—02/03/16

Friday, February 5th

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

Tuesday, February 16th

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

Monday, February 29th

The expense report with all supporting documentation is due for review by **February 29th.**

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

We welcome your feedback!

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