

Purchasing Card Update

from Payment Services

February 5, 2019

CITIBANK EXPENSE REPORT

Transactions from 1/4/2019 through 2/1/2019

Tuesday, February 5th

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

Thursday, February 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on February 14th**

Thursday, February 28th

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: PCard Reviews

Payment Services LBK STOP 6283

Reminder

Per HSC OP 72.15: Signed/Approved Expense Reports are due to the PCard Coordinators Office in Payment Services on the last business day of the month following the transaction period.

If reports are not received by the last business day of the month, and/or required documentation missing, the card will be suspended.

We welcome your feedback!

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