

# Purchasing Card Update

## *from* Payment Services

February 6, 2020

**February 2020**

**CITIBANK EXPENSE REPORT**

Transactions from 1/4/2020 —2/3/2020

**Thursday, February 6th**

The **Expense Report** is available to print beginning **February 6th**.

**Thursday, February 13th**

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

**Monday, February 17th**

The Expense Report with all supporting documentation is **due for review by February 17th**.

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

[Click Here for Checklist](#)

Mail to: Payment Services

3601 4th Street, STOP 6283

Lubbock, TX 79430

**REMINDERS:**

- When replying to an email from someone on the Pcard Team, please “Reply All” (Cc Pcard), in the event that the person you are trying to reach is out of the office. The [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu) inbox is always being monitored.
- **SALES TAX charges should be reconciled IMMEDIATELY.** If you are having issues with a vendor in Texas, please let the Pcard Office know *before* your expense report is due.
- Expense reports—Back up documentation should be in the chronological order of your statement.

***We welcome your feedback!***

***Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)***