



TTUHSC PURCHASING CARD UPDATE

March 5, 2014

March 2014

CITIBANK EXPENSE REPORT

Transactions from 2/04/14 through 3/03/14

March 5th (Wednesday)

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

March 14th (Friday)

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

March 31st (Monday)

The Expense Report with all supporting documentation is **due for review by March 31st**.

*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.**

[Contract/Agreement Reminder](#)

Per OP 72.15, page 2: No employee, except those in Purchasing or Contracting who have express authority to do so, may sign a letter of intent, agreement, or contract.

Therefore, the Procurement Card may not be used to pay for commodities or services for which the vendor requires a signed letter of intent, agreement or contract.

If a vendor requires any signed document, the vendor's document must be sent to the Purchasing Department as an attachment to a Purchase Order form, regardless of the dollar amount of the purchase.