



Purchasing Card Update *from* Payment Services

March 5, 2018

CITIBANK EXPENSE REPORT

Transactions from 2/3/18 through 3/2/18

Monday, March 5th

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

Wednesday, March 14th

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

Friday, March 30th

The expense report with all supporting documentation is due for review by **March 30th.**

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283



Per Post Payment Review Process:

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 review, the card will be suspended.

We welcome your feedback!

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