

Purchasing Card Update *from* Payment Services

March 5, 2019

CITIBANK EXPENSE REPORT

Transactions from 2/2/2019 through 3/1/2019

Tuesday, March 5th

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

Thursday, March 14th

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

Friday, March 29th

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



*****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