TTUHSC PURCHASING CARD UPDATE

March 6, 2012

CITIBANK EXPENSE REPORT ENDING 3/02/2012
Transactions from 02/04/12 through 3/02/12

March 6th (Tuesday)
>The **Expense Report** for billing cycle <u>March 2012</u> will be available to print starting today.

March 21st (Wednesday) 1:00 PM CST
>**FOAP reallocations and descriptions to be notated in Citi** must be processed for the March cycle ending **3/02** by March 21st (extended due to Spring Break).

March 30th (Friday)
>The Expense Report for March 2012 with all supporting documentation is **due for review**.
>**Mail your records to: <u>Lindsey Myers   Payment Services LBK   STOP 6283</u>**
>Note: If you have no purchases during this cycle, no action is required.

April 2nd (Monday)
>If the records are <u>not received</u> by Friday, March 30th, **<u>the card will be suspended on April 2nd</u>.**

Reminder: EXPENSE REPORT TIPS

- **PULLING THE REPORT**

  - ✓ Wait to pull the report until 2 business days after the end cycle date to ensure all transactions are included in the report. Follow the screens as shown in the Citi PCard System User Guide.
  - ✓ Don't forget to check the "**Additional Options**" box to include splits on the "Schedule Report: Options" screen.
  - ✓ Lastly, on the "Schedule Report: Frequency" screen select the bottom option "**Reporting Cycle**" and select the Reporting Cycle "**March 2012**". This option will automatically populate the date range for you.

- **"SCAN READY" DOCUMENTS**

  - ✓ Remove all staples.
  - ✓ Do not place transparent tape over invoice/receipt transaction date, amount, description of item, or vendor name. The tape "fades" the printed info.
  - ✓ If the full 16 digit card number is notated on any supporting document, block out the first ten digits of card number and the 3 digit security code.

All <u>December</u> and <u>January</u> expense reports are available in Laserfiche unless the PCard team has contacted the cardholder for more documentation. Also on the PCard website below, is the form to be completed to gain access to view PCard documents in Laserfiche.
http://www.fiscal.ttuhsc.edu/busserv/pcard/forms.aspx

We are reviewing the **<u>August – November</u>** documentation as we can schedule them in rotation. Please let the PCard Coordinator know if your records for these cycles need to be reviewed sooner for Laserfiche viewing purposes. We appreciate your patience with this new process.

<u>Account Code – Very Important</u>

The Account Code (FO<u>A</u>P) for all PCard purchase will default in Citi based on the Vendor's MCC code (merchant category code). The Merchant Category Code (MCC) is a four-digit code used by the bankcard industry to classify a merchant's primary business. The MCC describes a merchant's product, service, or nature of business

Please check the account code in Citi for each line item for accuracy, i.e., Wal-Mart transactions default to 7L0402 (Business Meetings). If you are purchasing consumables, then this code should be changed to 730000 (Consumables).

Payments to organizations, associations, colleges and schools default to account code 720300 (Registrations). This coding may not be appropriate for your transaction.

- **Books** purchased from organizations, associations, etc., must have the Account Code reallocated to 738200 (Books and Reference Materials). Budget pool 7019 may need to be increased for the amount charged.

- **Membership dues** purchased from an approved organization, association, etc., must have the Account Code reallocated to 720100 (Membership Dues) and must be paid on local funds only when using the Pcard. Budget pool 7040 may need to be increased for the amount charged.