

Purchasing Card Update

from Payment Services

March 6, 2017

CITIBANK EXPENSE REPORT

Transactions from 2/4/17 through 3/3/17

Monday, March 6th

The March Expense Report is available to print **Today, March 6th.**

Wednesday, March 15th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on March 15th.**

Thursday, March 31st

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: PCard Reviews

Payment Services LBK STOP 6283



Memberships

All memberships must be on the Professional Membership List of approved organizations. This list may be found at <http://www.ttuhscc.edu/Admin/ProfSociety/>. This verification must be obtained at the time of purchase.

A screen print from the website must accompany the documentation for membership payment.

Payment on State FOPs must be processed In TechBuy using the Direct Pay Form. See [HSC OP 72.03](#)

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