Purchasing Card Update
from Payment Services

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.ttuhsc.edu/Admin/ProfSociety/](http://www.ttuhsc.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*