



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

March 7, 2016

## CITIBANK EXPENSE REPORT

Transactions from 02/04/16—03/03/16

### Monday, March 7th

The March Expense Report is available to print **Today, March 7th**.

### Wednesday, March 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **NOON on March 16th**.

### 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

*We welcome your feedback!*

*Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*