



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

April 6, 2015

April 2015

CITIBANK EXPENSE REPORT

Transactions from 03/04/2015—04/03/2015

Monday, April 6th

The **Expense Report** is available to print starting today, **April 6th**.

Tuesday April 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST on April 14th**.

Thursday April 30th

The Expense Report with all supporting documentation is **due for review by April 30th**.

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to:

PCard Reviews Payment Services LBK STOP 6283

Note: The card will be **suspended** if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the monthly review.

****IMPORTANT****

To facilitate the timeliness and efficiency of responding to all communication with cardholders/users, please email questions and requests, transaction declines, reset of passwords, credit limit increases, etc., to: pcard@ttuhsc.edu.

We welcome your feedback!

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