

# TTUHSC PURCHASING CARD UPDATE

April 5<sup>th</sup>, 2013

## CITIBANK EXPENSE REPORT ENDING 4/03/2013

Transactions from 3/02/13 through 4/03/13

### April 5<sup>th</sup> (Friday)

The **Expense Report** for billing cycle April 2013 will be available to print **today**.

### April 15<sup>th</sup> (Monday)

**FOAP reallocations and descriptions to be notated in Citi** must be processed for the April cycle ending **4/03** by 1PM CST on **April 15<sup>th</sup>**.

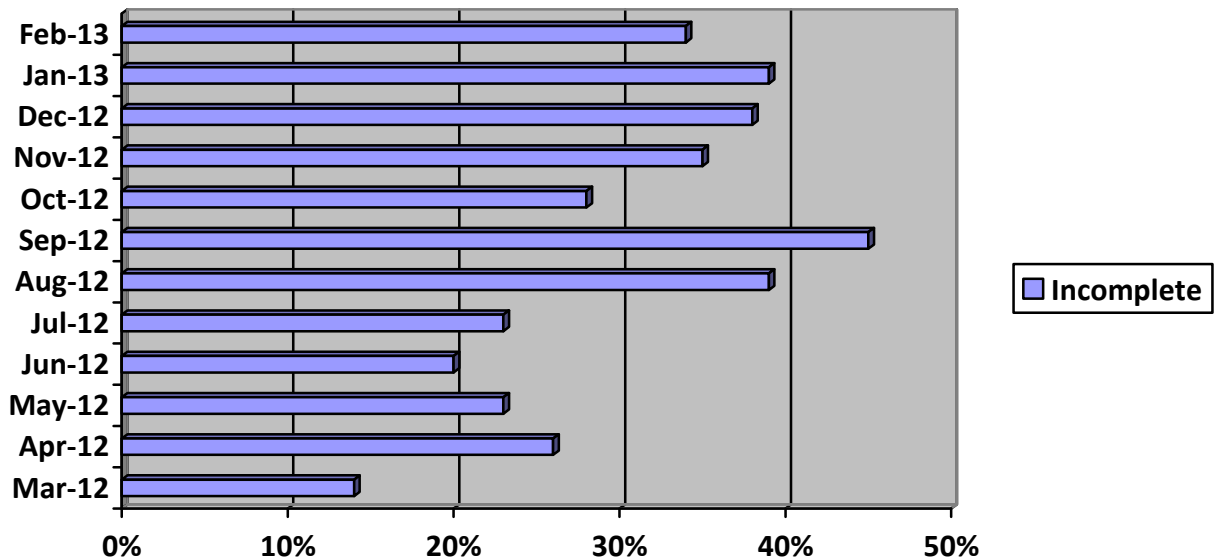
### April 30<sup>th</sup> (Tuesday)

The Expense Report for April 2013 with all supporting documentation is **due for review on April 30<sup>th</sup>**.

**Mail to: Lindsey Myers 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 review.**

### Monthly Reviews - Percentage of Incomplete Records (missing required documentation)



Before mailing your PCard records for review, please refer to the checklist below.

<http://www.fiscal.ttuhs.edu/busserv/pcard/collateral/Checklist%20PCard%20Records.pdf>



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## Important Reminder - Foreign

Goods and Services purchased from **foreign vendors** must be reviewed by the Program Coordinator before completing the order and making payment with the Purchasing Card. Contact: [Lindsey.myers@ttuhsc.edu](mailto:Lindsey.myers@ttuhsc.edu)

## Check ALL Account Codes

The Citibank Website allows you to change the account code in order to reflect in Banner a transaction's true purpose.

Please be sure to monitor this coding for each transaction before the allocation deadline.

For example, purchases from vendors such as Wal-Mart and United Supermarkets will default to 7L0402 pertaining to food and entertainment for business meetings. This code may not be a good description of your purchase.

### Business Purpose

A brief description and reason for the purchase should be notated to support the transaction as a legitimate state business expense.

Many times an itemized receipt reflects the obvious and supports the purchase as a legitimate state business; others are not as clear cut.

You can notate this information on the receipt, transaction log, or in the expense description field in Citi.

Any PCard related questions or concerns? You can email [Lindsey.Myers@ttuhsc.edu](mailto:Lindsey.Myers@ttuhsc.edu).

