



Purchasing Card Update *from* Payment Services

April 5, 2016

CITIBANK EXPENSE REPORT

Transactions from 03/04/16—04/01/16

Tuesday, April 5th

The April Expense Report is available to print **Today, April 5th**.

Thursday, April 14th

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

Friday, April 29th

The expense report with all supporting documentation is due for review by **April 29th**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

PCard will now be sending expense reports to Document Services for scanning upon receipt. Please notify Pcard by email of any special enclosures in your report, including cash or check reimbursements. pcard@ttuhsc.edu

Please send your report prepared for scanning:

- No loose receipts - Receipts must be taped down **around the printed area** to avoid fading of print
- No staples

We welcome your feedback!

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