



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

April 5th, 2017

## CITIBANK EXPENSE REPORT

Transactions from 3/4/17 through 4/3/17

### Wednesday, April 5th

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

### Friday, April 14th

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

### Friday, April 28th

The expense report with all supporting documentation is due for review by **April 28th.**

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

[Click Here for Checklist](#)

Mail to: PCard Reviews

Payment Services LBK STOP 6283



TTUHSC Procurement Services is excited to announce we have partnered with Amazon Business. The new relationship will simplify the Amazon purchasing process.

- ⇒ **All Amazon purchases must go through the TTUHSC Amazon Business account.**
- ⇒ **All Purchasing and PCard policies apply to Amazon Business purchases.**

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