

Purchasing Card Update *from* Payment Services

April 5, 2018

CITIBANK EXPENSE REPORT

Transactions from 3/3/18 through 4/3/18

Thursday, April 5th

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

Monday, April 16th

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

Monday, 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



Per Post Payment Review Process:

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, the card will be suspended.

We welcome your feedback!

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