

Purchasing Card Update *from* Payment Services

April 5, 2019

CITIBANK EXPENSE REPORT

Transactions from 3/2/2019 through 4/3/2019

- **Friday, April 5th**

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

- **Tuesday, April 16th**

The deadline for FOAP reallocations and transaction descriptions in Citi is **April 16th.**

- **Tuesday, April 30th**

The expense report with all supporting documentation is due for review by **April 30th.**

**** Reminder: If reports are not received by the last business day of the month, and/or required documentation missing, the Pcard will be suspended.**

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

[Click Here for Checklist](#)

Mail to: PCard Reviews

Payment Services LBK STOP 6283



We welcome your feedback!
Please email your questions or suggestions to: pcard@ttuhsc.edu