Purchasing Card Update

from Payment Services

April 2020

CITIBANK EXPENSE REPORT


Monday, April 6th
The Expense Report is available to print beginning today, April 6th.

Monday, April 13th
FOAP reallocations and descriptions to be updated in Citi must be processed by Noon on April 13th.

Friday, April 17th
The Expense Report with all supporting documentation is due for review by April 17th.

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

Click Here for Checklist
Mail to: Payment Services
3601 4th Street, STOP 6283
Lubbock, TX 79430

REMINDERS:

- Code all expenditures related to COVID-19 with the proper ORGN in CitiBank.
- During Work From Home status, expense reports should be emailed to pcard@ttuhsc.edu. If you are not able to scan and email your reports, please email Pcard and let us know.
- Cardholder and Approver signatures are still required; electronic signatures are acceptable.
- When you email your report, please do not send in originals. Keep all original documentation for your record retention.

We welcome your feedback!

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