



# Purchasing Card Update *from* Payment Services

May 4, 2015

May 2015

## CITIBANK EXPENSE REPORT

Transactions from 04/04/2015—05/01/2015

### Monday, May 4th

The **Expense Report** is available to print starting today, **May 4th**.

### Wednesday, May 13th

**FOAP reallocations and descriptions** to be updated in Citi must be processed by **Noon CST** on **May 13th**.

### Friday, May 29th

The Expense Report with all supporting documentation is **due for review by May 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

**Note:** The card will be **suspended** 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 monthly review.

### **\*\*IMPORTANT\*\***

To facilitate the timeliness and efficiency of responding to all communication with cardholders/users, please email questions and requests, transaction declines, reset of passwords, credit limit increases, etc., to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu).

*We welcome your feedback!*

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