



Purchasing Card Update *from* Payment Services

May 5, 2016

CITIBANK EXPENSE REPORT

Transactions from 04/02/16—05/03/16

Thursday, May 5th

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

Monday, May 16th

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

Tuesday, May 31st

The expense report with all supporting documentation is due for review by **May 31st**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

Reminder—

If you are sending cash or checks for reimbursement to the Pcard, please place it on top of the report, noting which transaction is being reimbursed.

Otherwise, please send it separately with a copy of the transaction.

Thank you!

We welcome your feedback!

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