

# Purchasing Card Update

## *from* Payment Services

May 6, 2019

### CITIBANK EXPENSE REPORT

Transactions from 4/4/2019 through 5/3/2019

- **Monday, May 6th**

The May Expense Report is available to print **Today, May 6th.**

- **Wednesday, May 15th**

The deadline for FOAP reallocations and transaction descriptions in Citi is **May 15th.**

- **Friday, 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.

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

[Click Here for Checklist](#)

Mail to: PCard Reviews

Payment Services LBK STOP 6283

*Reminder: If you are transferring between departments, please notify the Pcard Office immediately so that we can assist your transition. Your pcard account should be closed, and a new application should be submitted for your new department. Thank you!*

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