



TTUHSC PURCHASING CARD UPDATE

June 5, 2012

CITIBANK EXPENSE REPORT ENDING 6/01/2012

Transactions from 05/04/12 through 6/01/12

June 5th (Tuesday)

The **Expense Report** for billing cycle June 2012 will be available to print **today**.

June 14th (Thursday) 1:00 PM CST

FOAP reallocations and descriptions to be notated in Citi must be processed for the June cycle ending **06/01** by June 14th.

June 29th (Friday)

The Expense Report for June 2012 with all supporting documentation is **due for review**.

Mail your records to: Lindsey Myers Payment Services LBK STOP 6283

Note: Please ensure you are mailing all original documentation for review as it is required in OP 72.15, page 4.



Past due invoices are prohibited on the PCard.

The purchasing card should be identified as the method of payment at the time the order is placed with the vendor. Verify that the vendor processed the transactions within 2-4 days of placing the order. Contacting the vendor with the purchasing card number after receiving the invoice is considered purchasing without the authority and will be reported as such to the appropriate administrator (see OP 72.01 Purchasing Supplies, Equipment and Services). This includes invoices not processed properly by the vendor and all that are past due. These invoices must be processed through TechBuy as a non-compliant order. OP 72.15

Apple.com is available in as a punch-out site in TechBuy. Therefore all orders should be placed through TechBuy to receive the educational discounts.

Note: This vendor is now blocked for use on the PCard.

Apple iTunes is still open for use on the PCard. Please ensure you have not saved the PCard information on your personal account. If you have, please immediately replace it with your personal credit card to guarantee non business related purchases are not charged to the PCard.