

TTUHSC PURCHASING CARD UPDATE

June 5th, 2013

CITIBANK EXPENSE REPORT ENDING 6/03/2013

Transactions from 5/04/13 through 6/03/13

June 5th (Wednesday)

The **Expense Report** for billing cycle June 2013 will be available to print **today**.

June 14th (Friday)

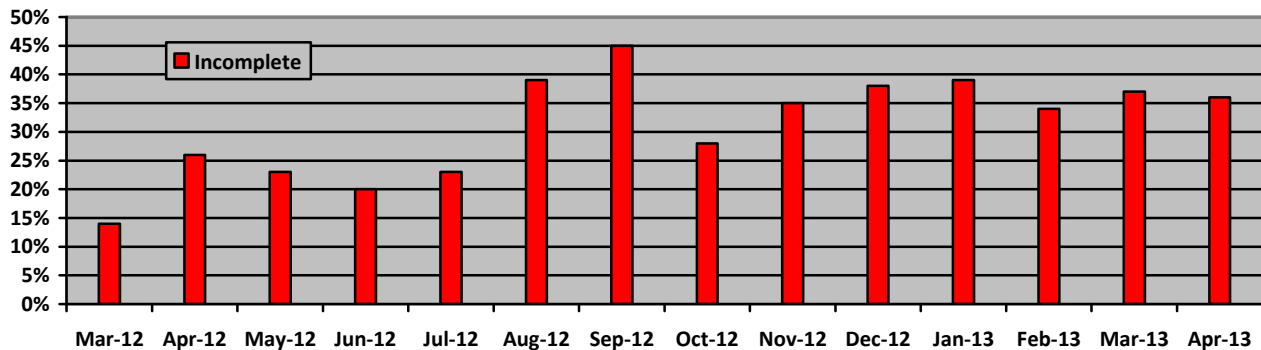
FOAP reallocations and descriptions to be notated in Citi must be processed for the June cycle ending 6/03 by 1PM CST on **June 14th**.

June 28th (Friday)

The Expense Report for June 2013 with all supporting documentation is **due for review June 28th**.
Mail to: Lindsey Myers Payment Services LBK STOP 6283

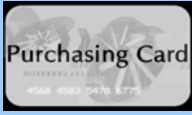
Note: The card will be suspended if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the review.

Monthly Reviews - Percentage of Incomplete Records (missing required documentation)



Help us to *lower* the percentage for this month by referring to the checklist below:

<http://www.fiscal.ttuhs.edu/busserv/pcard/collateral/Checklist%20PCard%20Records.pdf>



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Flowers (allowed on local funds only)

- ❖ Flower expenditures are permitted using local funds for employees and their immediate family members in the cases of illness or death. Purchases for flowers must be processed with the departmental purchasing card.
- ❖ In cases where the expense is associated with illness (overnight hospital stay) or death of an employee or employee's immediate family, documentation of the recipient and their relationship to the employee is required as supporting documentation.
- ❖ Family is defined in OP 70.01 as the employee's spouse, employee's or spouses' parents, children, brothers, sisters, grandparents, and grandchildren.
- ❖ Only allowed substitution (through the Direct Pay System) is a donation to a charitable organization.

Reminder: Prohibited Purchases on State and Federal Funds.

(Funds 10XXXX, 11XXXX, 12XXXX, 21XXXX and 22XXXX)

Alcoholic Beverages	Membership dues
Flowers	Promotional Items
Food and Entertainment Expenditures	

Any PCard related questions or concerns? You can email Lindsey.Myers@ttuhsc.edu.

