



Purchasing Card Update *from* Payment Services

June 5, 2018

CITIBANK EXPENSE REPORT

Transactions from 5/4/18 through 6/1/18

Tuesday, June 5th

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

Thursday, June 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on June 14th**.

Friday, June 29th

The expense report with all supporting documentation is due for review by **June 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

*** DEVIATIONS!! ***



If you are unsure if you need a deviation, please email pcard@ttuhsc.edu *before* making the purchase.

*** Post Payment Review Process ***

If reports are not received by the last business day of the month, and/or there is documentation missing in order to complete the review, the card will be suspended.

We welcome your feedback!

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