



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Purchasing Card Update *from* Payment Services

June 5, 2020

June 2020

CITIBANK EXPENSE REPORT

Transactions from 5/2/2020 —6/3/2020

Friday, June 5th

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

Thursday, June 11th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon on June 11th**.

Wednesday, June 17th

The Expense Report with all supporting documentation is **due for review by June 17th**.

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

[Click Here for Checklist](#)

Mail to: Payment Services
3601 4th Street, STOP 6283
Lubbock, TX 79430

REMINDERS:

Expense reports should be emailed to pcard@ttuhsc.edu. If you are not able to scan and email your reports as a PDF file, please email Pcard and let us know.

→ EMAILED REPORTS: Please convert emailed receipts, or pictures of your receipts, into PDF's.

Attach PDF'S in chronological order of the transactions on your expense report, and send report and documentation in 1 email. If your files are too large, please contact Pcard for further assistance. If you do not have Adobe, please contact IT for support.

If you have any questions at all, please do not hesitate contact us!

We welcome your feedback!

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