



Purchasing Card Update

from Payment Services

July 5, 2016

CITIBANK EXPENSE REPORT

Transactions from 06/04/16—07/01/16

Tuesday, July 5th

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

Thursday, July 14th

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

Friday, July 29th

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

Reminder—

HSC OP 72.03 states,

“Purchase of awards, prizes, and gifts using a departmental purchasing card are PROHIBITED (retirement, employee separation from TTUHSC, donors or participants of an official function are the only exceptions). Immediate reimbursement will be required if a departmental purchasing card is used for this type of transaction.”

We welcome your feedback!

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