



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

July 6, 2015

July 2015

CITIBANK EXPENSE REPORT

Transactions from 06/04/2015 0 07/03/2015

Monday, July 6th

The **Expense Report** is available to print starting today, **July 6th**.

Wednesday, July 15th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST on July 15th**.

Friday, July 31st

The Expense Report with all supporting documentation is **due for review by July 31st**.

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

[Click Here for Checklist](#)

Mail to: PCard Reviews

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 monthly review.**

****REMINDER****

When running your expense report, select **Reporting Cycle** from the drop down list. Selecting the **Reporting Cycle** ensures that all transactions are captured for the month based on "Posting Dates".

Please email any questions to: pcard@ttuhsc.edu

We welcome your feedback!

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