

# Purchasing Card Update

## *from* Payment Services

July 9, 2019

### CITIBANK EXPENSE REPORT

Transactions from 6/4/2019 through 7/3/2019

- Tuesday, July 9th

The July Expense Report is available to print **Today, July 9th**.

- Wednesday, July 17th

The deadline for FOAP reallocations and transaction descriptions in Citi is **July 17th at noon**.

- Wednesday July 31st

The expense report with all supporting documentation is due for review on **July 31st**.

**If reports are not received by the last business day of the month, and/or required documentation is missing, the Pcard will be suspended.**

\*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: **Reallocations must be completed by the deadline!** Any changes that need to be made after 12:00 PM on July 17th will require a Cost Transfer.*

*We welcome your feedback!  
Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*