



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

August 08, 2014

August 2014

CITIBANK EXPENSE REPORT

Transactions from 7/04/14 through 8/01/14

Monday, August 4th

The **Expense Report** is available to print starting August 4th.

Wednesday, August 13th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST** on **August 13th**.

Friday, August 29th

The Expense Report with all supporting documentation is **due for review by August 29th**.

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

[Click Here for Checklist](#)

Mail to:

Lindsey Myers Payment Services LBK STOP 6283.

El Paso Campus – Payment Services ELP-PCard

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.

Mark your calendar!

September Cycle ending 09/03 Year End Deadline

Allocations may be made throughout August as purchases are posted daily in Citi.

All transactions during this cycle will be available for allocation purposes on

Sept 4th for 2 days only!

Allocations will be due **Sept 5th @ 4 PM (CST)**.

We welcome your feedback!

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