



TTUHSC PURCHASING CARD UPDATE

August 5th, 2013

AUGUST 2013
CITIBANK EXPENSE REPORT
Transactions from 7/04/13 through 8/02/13

August 5th (Monday)

The Expense Report will be available to print on **Monday, August 5th**.

August 13th (Tuesday)

FOAP reallocations and descriptions to be updated in Citi must be processed for the by 1PM CST on **August 13th**.

August 30th (Friday)

The Expense Report with all supporting documentation is **due for review August 30th**.

Mail to:

Lindsey Myers

Payment Services LBK STOP 6283

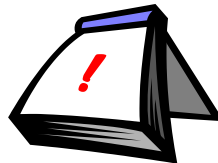
Please review the Checklist before mailing your records to Payment Services.

[Click Here for Checklist](#)

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!

Year-end deadline for next month



September Cycle ending 09/03

Statement close date for Citibank is Tuesday, **September 3rd**.

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)**.

The charges during the September cycle ending 09/03 will be applied to FY 2013