



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

August 5, 2015

**August 2015**

**CITIBANK EXPENSE REPORT**

Transactions from 07/04/2015—08/03/2015

**Wednesday, August 5th**

The **Expense Report** is available to print starting today, **August 5th**.

**Friday, August 14th**

**FOAP reallocations and descriptions** to be updated in Citi must be processed by **Noon CST on August 14th**.

**Monday, August 31st**

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

**\*\* Very Important! \*\***

September Cycle Ending 09/03/2015 Year End Deadline

All transactions during this cycle will be available for allocation purposes throughout the month of August.

Please email any questions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)

*We welcome your feedback!*

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