



Purchasing Card Update *from* Payment Services

August 5, 2016

August 2016

CITIBANK EXPENSE REPORT

Transactions from 07/02/2016—08/03/2016

Friday, August 5th

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

Tuesday, August 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST on August 16th**.

Wednesday, 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 08/04 — 09/02/2016 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

We welcome your feedback!

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