



TTUHSC PURCHASING CARD UPDATE

August 6th, 2012

CITIBANK EXPENSE REPORT ENDING 8/03/2012

Transactions from 07/04/12 through 8/03/12

August 6th (Monday)

The **Expense Report** for billing cycle August 2012 will be available to print **today**.

August 15 (Wednesday)

1:00 PM CST

FOAP reallocations and descriptions to be notated in Citi must be processed for the August cycle ending **08/03** by August 15th.

August 31st (Friday)

The Expense Report for August 2012 with all supporting documentation is **due for review**.

Mail to:

Lindsey Myers
Payment Services LBK
STOP 6283

Please ensure you are mailing all original documentation for review as it is required in OP 72.15, page 4.

Check the vendor name on your receipt/invoice to ensure it matches the Expense Report. If it is different, please attach proof that they are the same company.

Monthly Reviews – Percentage of cardholders contacted for additional documentation

March records (cycle ending 03/02) only 14%

April records (cycle ending 04/03) 26%

May records (cycle ending 05/03) 23%

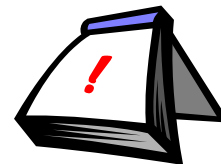
June records (cycle ending 06/01) 20%

July records (cycle ending 07/03) 23%

Below is a link to the Checklist for PCard Records. It will provide you a list of required documentation. Please review this list before mailing your records to Payment Services.

[Click Here for Checklist](#)

Mark your calendar!
Year-end deadline for next month



September Cycle ending 09/03

Statement close date for Citibank is **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 @ 5 PM.**

The charges during the September cycle ending 09/03 will be applied to FY 2012