



Purchasing Card Update *from* Payment Services

August 6, 2018

August 2018

CITIBANK EXPENSE REPORT

Transactions from 07/04/2018—08/03/2018

Monday, August 6th

The **Expense Report** is available to print starting today, **August 6th**.

Wednesday, August 15th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon** on **August 15th**.

Friday, 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

September Cycle 08/04 — 09/03/2018 Year End Deadline

- All transactions during this cycle will be available for allocation purposes throughout the month of August.
- **The last day to use the pcard for FY 18 is FRIDAY, AUGUST 24TH**
- **Purchasing resumes on TUESDAY, SEPTEMBER 4TH FOR FY 19**

We welcome your feedback!

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