

Purchasing Card Update

from Payment Services

August 6, 2019

August 2019

CITIBANK EXPENSE REPORT

Transactions from 07/04/2019—08/02/2019

Tuesday, August 6th

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

Wednesday, August 14th

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

Friday, August 30th

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

*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 09/03/2019 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