



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

August 7, 2017

August 2017

CITIBANK EXPENSE REPORT

Transactions from 07/04/2017—08/03/2017

Monday, August 7th

The **Expense Report** is available to print starting today, **August 7th**.

Wednesday, August 16th

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

Thursday, 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

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

**September Cycle 08/04 — 09/01/2017 Year End Deadline**

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

*We welcome your feedback!*

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