



# TTUHSC PURCHASING CARD UPDATE

August 29, 2013

**ALERT- 5 more business days!!**

**You have only 5 business days until the **Year-end Deadline**  
for the September Cycle ending 09/03.**

**All transactions during this cycle will be available for allocations purposes  
on Sept 4<sup>th</sup> and Sept 5<sup>th</sup>.**

**Expense descriptions to be notated in Citi (optional) must also be completed  
by Sept 5<sup>th</sup> @ 4 PM CST.**

Note: Transaction adjustments and reallocations can be done as soon as two days from the post date of any purchase. This means you can work on your **transactions now** through Thursday, September 5th.

## **GOAL: ENSURE AN ERROR FREE UPLOAD**

- Verify that the account code for every transaction is accurate in describing the purchase.
- Reconcile all transactions (grouped by budget pools) against available budgeted funds, specifically budget pools **7019** and **7035**.

I.E., if your book purchases for reference materials (allocated to account code 738200) totals \$700.00 for this cycle, there should be sufficient budgeted funds for pool 7019 to cover these transactions by the deadline for the next day's upload.