



Purchasing Card Update *from* Payment Services

September 1, 2020

ALERT– 5 More Business Days!!

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

Transaction reallocations and expense descriptions 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 Wednesday, September 9th at Noon.**

HOWEVER, if you are waiting for the cycle to end and all transactions to be posted in Citi, they will only be available for allocation on these dates:

Friday 9/4 - all day

Tuesday 9/8 - all day

Wednesday 9/9 — Transactions locked and uploaded into Banner at Noon

***** DO NOT WAIT TO ALLOCATE! *****

Prohibited Purchases on State and Federal Funds:

Funds 10XXXX, 11XXXX, 12XXXX, 21XXXX and 22XXXX)

- Food and Entertainment Expenditures (including business meals)
- Flowers
- Promotional Items
- Membership Dues
- Account Codes that begin with “7 L”



We welcome your feedback!

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