



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

September 4, 2015

CITIBANK EXPENSE REPORT

Transactions from 8/04/15 through 9/03/15

Friday, September 4th

The September Expense Report is available to print **Today, September 4th**.

Wednesday, September 9th

FOAP reallocations and descriptions to be updated in Citi must be processed by **2 PM on September 9th**.

Wednesday, September 30th

The expense report with all supporting documentation is due for review by **September 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

We welcome your feedback!

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