

Purchasing Card Update

from Payment Services

September 5, 2017

CITIBANK EXPENSE REPORT

Transactions from 8/04/17 through 9/01/17

Tuesday, September 5th

The September Expense Report is available to print **Today, September 5th**.

Friday, September 8th

FOAP reallocations and descriptions to be updated in Citi must be processed by **NOON on September 8th**.

Friday, September 29th

The expense report with all supporting documentation is due for review by **September 29th**.

*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