



TTUHSC PURCHASING CARD UPDATE

September 6, 2012

- PCard transactions for the September Cycle ending 09/03 will be included in the Cognos reports *today*, Thursday, September 6.
- Expense Reports for September Cycle (08/04 – 09/03) with all supporting documentation are due in Payment Services by Friday, September 28.

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**HAPPY NEW
FISCAL YEAR!**