



TTUHSC PURCHASING CARD UPDATE

October 4, 2011

CITIBANK EXPENSE REPORT ENDING 10/03/2011

Transactions from 9/03/11 through 10/03/11

FOAP reallocations for the October cycle ending **10/03** will need to be processed in Citi by **1:00 PM CST (NEW TIME), Thursday, October 13th.**

Expense Report

The Expense Report for billing cycle October 2011 (09/03/11 – 10/03/2011) will be available starting Wednesday, October 5th.

For instructions to print your expense report, see the *Citi Purchasing Card System User Guide.*

Budget Account Pools

Please review all of your PCard transactions from 9/03/11 through 10/03/11 and compare them to the available budgeted funds based on account pools, specifically **7017**, **7019** and **7035**.

For example, if there is a transaction totaling \$200.00 coded as “738200 – OC Books and Reference Materials”, verify there are sufficient funds for budget pool 7019 to cover the amount to be uploaded on Friday, October 14th.

Retention of your PCard Records

All documents should be retained for the **current fiscal year plus the three previous fiscal years**. The file retention period for cards issued for use with grants or contracts with terms greater than one year is the current fiscal year plus the term of the grant or contract plus three years. The file retention period also applies to the procurement card records of terminated employees.