

# Purchasing Card Update

## *from* Payment Services

October 5, 2016

### CITIBANK EXPENSE REPORT

Transactions from 09/03/16 through 10/03/16

#### Wednesday, October 5th

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

#### Friday, October 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on October 14th**.

#### Monday, October 31st

The expense report with all supporting documentation is due for review by **October 31st**.

\*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](mailto:pcard@ttuhsc.edu)*