

Purchasing Card Update

from Payment Services

October 5, 2017

CITIBANK EXPENSE REPORT

Transactions from 09/02/17 through 10/03/17

Thursday, October 5th

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

Monday, October 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on October 16th**.

Tuesday, 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

Reminder: Per HSC OP 72.15, All IT purchases including software and software licenses must be approved by IT. This also includes software license renewals. Please email purchasing@ttuhsc.edu and your request will be routed for review.

We welcome your feedback!

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