

Purchasing Card Update

from Payment Services

October 5, 2018

CITIBANK EXPENSE REPORT

Transactions from 9/4/18 through 10/3/18

Friday, October 5th

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

Tuesday, October 16th

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

Wednesday, 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



- * Amazon purchases must be purchased through the official TTUHSC Amazon Business account. Contact pcard@ttuhsc.edu for more information.
- * If you had a blanket deviation for FY 18, and do not have a blanket deviation for FY 19 in place yet, please submit your request ASAP: purchasing@ttuhsc.edu

We welcome your feedback!

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