

# Purchasing Card Update

## *from* Payment Services

October 5, 2020

October 2020

CITIBANK EXPENSE REPORT

Transactions from 9/4/2020 — 10/2/2020

**Monday, October 5th**

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

**Tuesday, October 13th**

**FOAP reallocations and descriptions** to be updated in Citi must be processed by **Noon** on **October 13th**

**Friday, October 16th**

The Expense Report with all supporting documentation is **due for review by October 16th**.

\*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to: Payment Services

3601 4th Street, STOP 6283

Lubbock, TX 79430

***Reminders:***

- **Log into CitiBank weekly, or daily to allocate transactions and enter descriptions.**
- The Pcard office will begin contacting cardholders for late reports due to Covid/Working from home. If you are back in the office, please email your reports in immediately.

***Stay tuned for exciting news about Chrome River, TTUHSC's new paperless Pcard system!***

***We welcome your feedback!***

***Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)***