

Purchasing Card Update

from Payment Services

October 6, 2014

October 2014

CITIBANK EXPENSE REPORT

Transactions from 9/04/14 through 10/03/14

Monday, October 6th

The **Expense Report** is available to print starting October 6th.

Wednesday, October 15th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST** on **October 15th**.

Friday, 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:

Lindsey Myers Payment Services LBK STOP 6283.

El Paso Campus – Payment Services ELP-PCard

Note: The card will be **suspended** if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the monthly review.

Reallocation Deadline

Before this deadline, the cardholder/user must login to Citi and verify the FOAP information for each purchase. The **account code** is used to reflect in Banner the **transaction's true business purpose**. For example, most food expenses default to account code 7L0402 OL Business Meetings. If the expense was a recruitment meal, please ensure you update the account code in Citi before the reallocation deadline to 7L0600 OL Recruiting Expense.

It is the Department's responsibility to code the transactions in Citi to the proper account code before the deadline each month.

Listing of the most commonly used account codes in Citi.

<http://www.fiscal.ttuhscc.edu/busserv/pcard/collateral/BannerAccountCodesFY11.pdf>

We welcome your feedback!

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