

Purchasing Card Update

from Payment Services

October 7, 2019

September 2019

CITIBANK EXPENSE REPORT

Transactions from 09/04/2019—10/3/2019

Monday, October 7th

The **Expense Report** is available to print starting today, **October 7th**.

Wednesday, October 16th

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

Thursday, 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

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.

Reminder:

Reallocations must be completed by the deadline! Any changes that need to be made after 12:00 PM on October 16th will require a Cost Transfer.

We welcome your feedback!

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