



TTUHSC PURCHASING CARD UPDATE

November 5, 2012

CITIBANK EXPENSE REPORT ENDING 11/02/2012

Transactions from 10/04/12 through 11/02/12

November 5th (Monday)

The **Expense Report** for billing cycle November 2012 will be available to print **today**.

November 15th (Thursday) 1:00 PM CST

FOAP reallocations and descriptions to be notated in Citi must be processed for the November cycle ending **11/02** by November 15th.

November 30th (Friday)

The Expense Report for November 2012 with all supporting documentation is **due for review at the end of the month**. **Mail to:**

Lindsey Myers
Payment Services LBK
STOP 6283

Below is a link to the Checklist for PCard Records.
It will provide you a list of required documentation.
Please review this list before mailing your records to Payment Services.

[Click Here for Checklist](#)

***Note: If your records are not received by the last business day of the month
and/or documentation is missing or incomplete,
THE CARD WILL BE SUSPENDED.**