Purchasing Card Update
from Payment Services

November 2019
CITIBANK EXPENSE REPORT
Transactions from 10/04/2019—11/2/2019

Tuesday, November 5th
The Expense Report is available to print starting today, November 5th.

Wednesday, November 13th
FOAP reallocations and descriptions to be updated in Citi must be processed by Noon on November 13th.

Friday, November 29th
The Expense Report with all supporting documentation is due for review by November 29th.

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

**Click Here for Checklist**
Mail to: PCard Reviews
Payment Services LBK STOP 6283

*** Important Message ***
Beginning in JANUARY, Expense Reports will be due 2 weeks after the cycle has closed.

For example —

- If the last day of the cycle is on the 3rd —
- Then allocations will be due on the 13th.
- Completed Expense Reports will be due to the Pcard Office by the 17th of the month.
- Monthly Pcard Updates with deadlines will still be emailed to cardholders and allocators every month

We welcome your feedback!

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