



TTUHSC PURCHASING CARD UPDATE

November 7, 2011

CITIBANK EXPENSE REPORT ENDING 11/03/2011

Transactions from 10/04/11 through 11/03/11

FOAP reallocations

- FOAP reallocations for the November cycle ending **11/03** must be processed in Citi by **1:00 PM CST (NEW TIME), Tuesday, November 15th.**

Expense Report

- The Expense Report for billing cycle November 2011 will be available starting **Monday, November 7th.**
- For instructions to print your expense report, see the *Citi Purchasing Card System User Guide Page 33.*
- Suggestion - If you are reallocating and adding descriptions in Citi, review your saved changes on the Expense Report before printing the final copy for signatures.

Note

Purchases between TTUHSC Departments, i.e. CME registration, or between TTUHSC and TTU must be processed as an internal transfer.
The use of the Purchasing card is not allowed.

The form to use for internal purchases is the IPFT (Internal Purchase Funding Transfer) Form; please refer to HSC OP 50.29 for instructions on how to use the form and usage restrictions.

The form is located on the Accounting Services website below.
<http://www.fiscal.ttuhs.edu/accounting/forms/>