

Purchasing Card Update

from Payment Services

December 4, 2014

December 2014

CITIBANK EXPENSE REPORT

Transactions from 11/04/14 through 12/03/14

Friday, December 5th

The **Expense Report** is available to print starting **December 5th**.

Tuesday, December 16th

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

Tuesday, December 30th

The Expense Report with all supporting documentation is **due for review by December 30th**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews 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.

****IMPORTANT****

A new email box has been set up to facilitate the timeliness and efficiency of responding to all communication with cardholders/users. Please email all questions/requests, regarding transaction declines, reset of passwords, credit limit increases, etc., to:

pcard@ttuhsc.edu.

We welcome your feedback!

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