



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

December 4, 2015

CITIBANK EXPENSE REPORT

Transactions from 11/04/15—12/03/15

Friday, December 4th

The December Expense Report is available to print **Today, December 4th.**

Monday, December 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **NOON on December 14th.**

Wednesday, 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

We welcome your feedback!

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