



# TTUHSC PURCHASING CARD UPDATE

December 5, 2013

## **December 2013** **CITIBANK EXPENSE REPORT**

Transactions from 11/02/13 through 12/03/13

### **December 5<sup>th</sup> (Thursday)**

The **Expense Report** will be available to print on **December 5<sup>th</sup>**.

### **December 13<sup>th</sup> (Friday)**

**FOAP reallocations and descriptions** to be updated in Citi must be processed by **Noon CST on Dec. 13<sup>th</sup>**.

### **December 30<sup>th</sup> (Monday)**

The Expense Report with all supporting documentation is **due for review by December 30<sup>th</sup>**. **Mail your records before the holidays so that you can check it off your "To Do List" early this month.**

\*Please review the Checklist to ensure all required documentation is sent. **[Click Here for Checklist](#)** \*  
**Mail to: Lindsey Myers Payment Services LBK STOP 6283.**

**PCard Training Module and Citi PCard System User Guide** have been recently updated.  
Links to this training material can be found on the PCard home page.

## **LaserFiche Reminders**

### **Scan Ready tips**

Please follow these tips for preparing the records before mailing them to Payment Services.

- Remove all staples
- Do not place transparent tape over invoice/receipt transaction date, amount, description of item, or vendor name. The tape "fades" the printed info.
- If the full 16 digit card number is notated on any supporting document, block out the first ten digits of card number and the 3 digit security code.

### **Access**

All Pcard documentation is scanned in the LaserFiche Business Affairs repository after we review the records.

Access to the Pcard documentation is restricted. To obtain access go to:

**<http://www.ttuhscc.edu/gs/documentsservices/becomeauser.aspx>**

**Printers with a total cost of \$500.00 to \$4,999.99 are no longer considered a controlled asset.**  
If a PCard is used to purchase a printer under \$4,999.99, the account code must be changed in Citi to  
**737700 – Computer Equipment Expensed.**