

# Purchasing Card Update *from* Payment Services

December 5, 2016

## CITIBANK EXPENSE REPORT

Transactions from 11/4/16 through 12/2/16

### Monday, December 5th

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

### Wednesday, December 14th

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

### Thursday December 29th

The expense report with all supporting documentation is due for review by **December 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



Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)