

# Purchasing Card Update

## *from* Payment Services

December 5, 2019

December 2019

CITIBANK EXPENSE REPORT

Transactions from 11/2/2019—12/3/2019

**Thursday, December 5th**

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

**Friday, December 13th**

**FOAP reallocations and descriptions** to be updated in Citi must be processed by **Noon** on **December 13th**.

**Monday, 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: Payment Services  
3601 4th Street, STOP 6283  
Lubbock, TX 79430

**\*\*\* Important Message \*\*\***

**Beginning in JANUARY, Expense Reports will be due 2 weeks after the cycle has closed.**

For Example:

- If the last day of the cycle is on the 3rd —
- Then allocations will be due on the 13th.
- **Completed Expense Reports will be due to the Pcard Office by the 17th of the month.**
- Monthly Pcard Updates with deadlines will still be emailed to cardholders and allocators every month

***We welcome your feedback!***

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