Purchasing Card Update from Payment Services

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