



TTUHSC PURCHASING CARD UPDATE

December 6, 2011

CITIBANK EXPENSE REPORT ENDING 12/02/2011

Transactions from 11/04/11 through 12/02/11

FOAP reallocations

- FOAP reallocations for the December cycle ending **12/02** must be processed in Citi by **1:00 PM CST, Tuesday, December 13th.**

Expense Report

- The Expense Report for billing cycle December 2011 will be available starting today **Tuesday, December 6th.**
- For instructions to print your expense report, see the *Citi Purchasing Card System User Guide Page 33.*

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F&E Purchases

All food and entertainment expenses purchased with the P-card must be documented on the Food & Entertainment Substantiation Form.

Do not use the Direct Pay System to document PCard transactions.

The Food & Entertainment Substantiation Form must be filed with the expense report that reflects the purchase.

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OP 72.16 Pre-Approval Form

Expenses for official functions, business meetings and entertainment that aggregate to \$500 or more must be approved in writing by the President, Dean, Regional Dean or Vice President in advance of incurring the expense.

The OP 72.16 (Attachment A) Pre-Approval Form must be completed, signed, and attached to be filed with the department's purchasing card transactions as backup documentation.

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