



TTUHSC PURCHASING CARD ANNOUNCEMENT

June 28, 2011

New Citibank Purchasing Cards

Important Dates

Cardholders will be receiving the **New** Citibank Purchasing Cards this week. Cards sent through campus mail and US Post Office should reach you no later than Friday, July 1st.

You can make purchases with the Citibank Card starting **Friday, July 1st**.

Note: Do **NOT** use this card before July 1st.

To ensure your new credit card is ready for use, please remember to **activate** it by following the instructions on the front of the card.

JPMorgan Chase Purchasing Cards will be closed automatically **Wednesday, July 6th**. Purchases made on June 30th using your JPMorgan Card will post on July 1st or July 5th. Pathway Net will be available for allocation of transactions for the statement ending 07/05/11.

Note: Do **NOT** use your JPMorgan Chase Purchasing Card in July. Please destroy this card.

What's New?

The Citibank billing cycle will end on the 3rd of every month. If the 3rd falls on a weekend or holiday, the cycle will end on the last working day **before** the weekend or holiday.

Your first Citibank Billing Cycle will include transactions posting through August 3rd.

CitiDirect GCMS will be the new web application for allocating and reviewing transactions. Instructions to access the Citibank site will be available Friday, July 8th. Campus training via Techlink will be scheduled in the later part of July.