



TTUHSC PURCHASING CARD UPDATE

January 5, 2012

CITIBANK EXPENSE REPORT ENDING 1/03/2012

Transactions from 12/02/11 through 1/03/12

FOAP Reallocations

- FOAP reallocations for the January cycle ending **1/03** must be processed in Citi by **1:00 PM CST, Thursday, January 12th.**

Expense Report

- The Expense Report for billing cycle January 2012 will be available starting today **Thursday, January 5th.**
- For instructions to print your expense report, see the *Citi Purchasing Card System User Guide Page 33.*

New Option!

Marking Transactions as Reviewed in Citi

Cardholders and allocation users can now mark a transaction as **reviewed** in Citi. This option will indicate you have reviewed and accepted the transaction and its funding source (FOAP).

Monthly Reviews

The Expense Report for January 2012 (ending 01/03) with all supporting documentation is due for review by **January 31st.** Mail your records to:

Lindsey Myers Payment Services LBK STOP 6283

The complete review process is outlined in the Post Payment Review Process located at the link below.

<http://www.fiscal.ttuhscc.edu/busserv/pcard/forms.aspx>

F&E Purchases

Use the PCard Food and Entertainment Substantiation Form located at the link below.

<http://www.fiscal.ttuhscc.edu/busserv/pcard/forms.aspx>



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Account Code

The account code is defaulted based on the type of merchant used for the purchase. For example, most societies will default to registration fees (720300); however, your purchase could be membership dues (720100).

Please ensure the account code for each transaction is accurate.

Below is a link to a listing of commonly used Banner Account Codes in Citi.

<http://www.fiscal.ttuhsc.edu/busserv/pcard/collateral/BannerAccountCodesFY11.pdf>

Budget Account Pools

After selecting the correct account code, the appropriate budget pool will be available using the drop down arrow. Please review the transactions and compare them to the available budgeted funds based on account pools, specifically **7019** and **7035**. For example, if there is a transaction totaling \$200.00 coded as “738200 – OC Books and Reference Materials”, verify there are sufficient funds for budget pool 7019 to cover the amount to be uploaded on

Friday, January 13th.

P Card Training

Per OP 72.15 page 4, any employee who does not have a purchasing card but uses the card to purchase items for the department or maintains the records of a cardholder must also view the module and complete the Questionnaire.

Please ensure that each employee using your P Card has viewed the module and completed the questionnaire.

Please mail the completed questionnaire to:

Payment Services
Attn: Lindsey Myers
3601 4th St Stop 6283
Lubbock TX 79430

This is a link to our website: <http://www.fiscal.ttuhsc.edu/busserv/pcard/>

On the home page is a link to the Purchasing Card Training Module (Power Point) which explains the rules and terms of use for the P Card program.

Also, under forms, you will find the Purchasing Card Training Questionnaire.