



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

January 5, 2015

January 2015

CITIBANK EXPENSE REPORT

Transactions from 12/04/14 through 01/03/15

Tuesday, January 6th

The **Expense Report** is available to print starting **January 6th**.

Friday, January 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST on January 16th**.

Friday, January 30th

The Expense Report with all supporting documentation is **due for review by January 30th**.

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to:

PCard Reviews Payment Services LBK STOP 6283

El Paso Campus – Payment Services ELP-PCard

Note: The card will be **suspended** if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the monthly review.

****IMPORTANT****

A new email box has been set up to facilitate the timeliness and efficiency of responding to all communication with cardholders/users. Please email all questions/requests, regarding transaction declines, reset of passwords, credit limit increases, etc., to:

pcard@ttuhsc.edu.

We welcome your feedback!

Please email your questions or suggestions to: Pcard@ttuhsc.edu