



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

January 5, 2017

## CITIBANK EXPENSE REPORT

Transactions from 12/3/16 through 1/3/17

### Thursday, January 5th

The January Expense Report is available to print **Today, January 5th.**

### Friday, January 13th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on January 13th.**

### Tuesday, January 31st

The expense report with all supporting documentation is due for review by **January 31st.**

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

*Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*