Dec 2025 – January 2026 Expense Reports

- 12/01 – 12/05/2025 = DEC25 WEEK 1: Due 12/19/2025
- 12/08 – 12/12/2025 = DEC25 WEEK 2: Due 01/02/2026
- 12/15 – 12/19/2025 = DEC25 WEEK 3: Due 01/02/2026
- 12/22 – 12/26/2025 = DEC25 WEEK 4: Due 01/09/2026
- 12/29 – 01/02/2026 = DEC25 WEEK 5: Due 01/16/2026

- 01/05 – 01/09/2026 = JAN26 WEEK 1: Due 01/23/2026
- 01/12 – 01/16/2026 = JAN26 WEEK 2: Due 01/30/2026
- 01/19 – 01/23/2026 = JAN26 WEEK 3: Due 02/06/2026
- 01/26 – 01/30/2026 = JAN26 WEEK 4: Due 02/13/2026

Important Update –

- **US BANK PCARDS!** – If you previously emailed PCard confirmation of your MailStop # or physical work address, your new US Bank PCard is being mailed today and tomorrow, Jan 5th & 6th. If you do not receive your PCard timely, (2 – 3 business days) please contact PCard.

  - When you receive your new PCard, please call the number provided with your PCard to activate the PCard and set a PIN. **Stay on the line until the end of the automated call, this is when you will set your PIN.**
  - Email pcard@ttuhsc.edu and let us know that you have received your PCard.
  - *Please cut your **Citibank** PCard in half*, and mail to Payment Services MS 6283, or if you are at a regional site, mail to:

    Payment Services
    3601 4th Street STOP 6283
    Lubbock TX 79430

- **ALL CITIBANK ACCOUNTS WILL BE AUTOMATICALLY CLOSED JANUARY 16th, 2026.**
  - This means if you have not yet confirmed your MS #, or physical work address if you are at a regional campus, you will not have a working PCard after January 16th. Please email PCard your information so that your US Bank PCard can be sent to you as soon as possible.

- **Citibank and US Bank expense reports –** Cardholders and/or Delegates should continue to submit expense reports in the usual manner. There may be a short period where there are Citibank and US Bank expenses in the same week, please submit all expenses on one report.

If you have any questions or concerns, please contact PCard directly at pcard@ttuhsc.edu.

Helpful Links

PCard Purchasing Guidelines

PCard Website: https://www.fiscal.ttuhsc.edu/paymentservices/pcard/