



TTUHSC PURCHASING CARD UPDATE

January 7, 2013

CITIBANK EXPENSE REPORT ENDING 1/03/2013

Transactions from 12/04/12 through 1/03/13

January 7th (Monday)

The **Expense Report** for billing cycle January 2013 will be available to print **today**.

January 18th 1:00 PM CST

FOAP reallocations and descriptions to be notated in Citi must be processed for the January cycle ending **1/03** by January 18th.

January 31st (Thursday)

The Expense Report for January 2013 with all supporting documentation is **due for review** on January 31st. Mail to:

Lindsey Myers
Payment Services LBK
STOP 6283