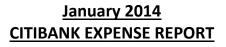


TTUHSC PURCHASING CARD UPDATE

January 7, 2014



Transactions from 12/04/13 through 1/03/14

January 6th (Monday)

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

January 15th (Wednesday)

FOAP reallocations and descriptions to be updated in Citi must be processed by Noon CST on Jan. 15th.

January 31st (Friday)

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. <u>Click Here for Checklist</u> * Mail to: Lindsey Myers Payment Services LBK STOP 6283.

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.

