



TTUHSC PURCHASING CARD UPDATE

January 7, 2014

January 2014

CITIBANK EXPENSE REPORT

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. **[Click Here for Checklist](#)** *

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.**

HAPPY NEW YEAR!