



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

February 5, 2018

## CITIBANK EXPENSE REPORT

Transactions from 1/4/18 through 2/2/18

### Monday, February 5th

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

### Wednesday, February 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on February 14th**.

### Wednesday, February 28th

The expense report with all supporting documentation is due for review by **February 28th**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

*REMINDER: Cycle ending 01/03/2018 expense report was due 1/31.  
If you have not mailed in your records, please do so as soon as possible.*

Per Post Payment Review Process: 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 review, the card will be suspended.

*We welcome your feedback!*

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