



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update

from Payment Services

February 6, 2017

CITIBANK EXPENSE REPORT

Transactions from 1/4/17 through 2/3/17

Monday, February 6th

The February Expense Report is available to print **Today, February 6th**.

Wednesday, February 15th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on February 15th**.

Tuesday, 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



Office Supplies require the use of Institutional Supply Contract through TechBuy, unless a deviation approval has been received from Purchasing.

STAPLES LUBBOCK STORE CLOSING

The Staples Office Products retail store located in Lubbock will be closing 2/11/2017.

Please take necessary steps to prepare for future Staples procurements.

Please email your questions or suggestions to: pcard@ttuhsc.edu