



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

March 4, 2015

March 2015

CITIBANK EXPENSE REPORT

Transactions from 02/04/2015—03/03/2015

Thursday, March 5th

The **Expense Report** is available to print starting **March 5th**.

Friday, March 13th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST** on **March 13th**.

Tuesday, March 31st

The Expense Report with all supporting documentation is **due for review by March 31st**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews Payment Services LBK STOP 6283

**El Paso Campus** – Payment Services ELP-PCard

**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.

**\*\*IMPORTANT\*\***

To facilitate the timeliness and efficiency of responding to all communication with cardholders/users, please email questions and requests, transaction declines, reset of passwords, credit limit increases, etc., to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu).

*We welcome your feedback!*

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