

Purchasing Card Update

from Payment Services

March 5, 2020

March 2020

CITIBANK EXPENSE REPORT

Transactions from 2/4/2020 —3/3/2020

Thursday, March 5th

The **Expense Report** is available to print beginning **today, March 5th**.

Wednesday, March 11th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon on March 11th**.

Tuesday, March 17th

The Expense Report with all supporting documentation is **due for review by March 17th**.

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

[Click Here for Checklist](#)

Mail to: Payment Services

3601 4th Street, STOP 6283

Lubbock, TX 79430

REMINDERS:

- Survey Monkey is not allowable on the pcard. Per IT: IT Security confirms that Survey Monkey is not an approved TTUHSC software. Qualtrics is the vetted and approved institutional tool for polling and survey purposes. Please contact IT for information on Qualtrics.
- Food & Entertainment Forms must have a complete attendees list. If there are more than 5 attendees, attach an attendees list or sign-in sheet as supporting documentation.
- **SALES TAX charges should be reconciled IMMEDIATELY.** If you are having issues with a vendor in Texas, please let the Pcard Office know **before** your expense report is due.

We welcome your feedback!

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