

Purchasing Card Update

from Payment Services

March 17, 2020

**In regards to the current March 2020 cycle,
and until further notice...**

During this challenging time, we realize it may be difficult to mail in expense reports. **If you have the means to scan and email your report and backup documentation, please do so. The Pcard Office will begin accepting electronic reports immediately at pcard@ttuhsc.edu. Please keep all original documentation in your possession for record retention during this time.**

**** If you have already mailed in your report, please do not scan & email it ****

In addition, we will also accept electronic signatures on your expense reports. All reports must be signed by the cardholder and approver. If this is not possible, please email pcard@ttuhsc.edu for further instructions.

Any questions in regards to new pcard applications, access to CitiBank, etc. please email pcard@ttuhsc.edu, this inbox will continue to be monitored during normal business hours.

Please do not hesitate to contact us with any questions.

Take care,
The Pcard Team

We welcome your feedback!

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