



# TTUHSC PURCHASING CARD UPDATE

April 5, 2012

## **CITIBANK EXPENSE REPORT ENDING 4/03/2012**

Transactions posted on 03/03/12 through 4/03/12

### **April 5<sup>th</sup> (Thursday)**

The **Expense Report** for billing cycle April 2012 will be available to print starting today.

### **April 12<sup>th</sup> (Thursday) 1:00 PM CST**

**FOAP reallocations and descriptions to be notated in Citi** must be processed for the April cycle ending 4/03 by April 12<sup>th</sup>.

### **April 30<sup>th</sup> (Monday)**

The Expense Report for April 2012 with all supporting documentation is **due for review**.

**Mail your records to: Lindsey Myers Payment Services LBK STOP 6283**

Note: If you have no transactions during this cycle, no action is required.

### **May 1<sup>st</sup> (Tuesday)**

If the records are not received by April 30<sup>th</sup>, **the card can be suspended** on Tuesday, May 1<sup>st</sup>.

**All December and January and February expense reports are available in Laserfiche unless the PCard team has contacted the cardholder for more documentation.**

The form to gain access to view PCard documents in Laserfiche can be found at:

<http://www.fiscal.ttuhs.edu/busserv/pcard/forms.aspx>

### **Reminder:**

We are working **August – November** documentation in our daily schedule; however the current month's records (cycle ending 03/02) have priority.

Please notify me by email at [Lindsey.myers@ttuhsc.edu](mailto:Lindsey.myers@ttuhsc.edu) if you have an urgent need to see your August – November records in Laserfiche. We will try to accommodate any requests to review the older documents as soon as possible.

We appreciate your patience with this new process!