



TTUHSC PURCHASING CARD UPDATE

April 7, 2014

April 2014

CITIBANK EXPENSE REPORT

Transactions from 3/04/14 through 4/03/14

April 7th (Monday)

The **Expense Report** is available to print starting **April 7th**.

April 16th (Wednesday)

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST** on **April 16th**.

April 30th (Wednesday)

The Expense Report with all supporting documentation is **due for review by April 30th**.

*Please review the Checklist to ensure all required documentation is sent. [Click Here for Checklist](#)

Mail to: Lindsey Myers Payment Services LBK STOP 6283.

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.**

The Department **Purchasing Card** is the **preferred** method of payment for the below expenses. If the vendor doesn't accept payment by credit card then these expenses can be paid using **Direct Pay Forms in TechBuy.**

- Magazine/journal subscriptions
- Registration fees
- Membership dues (if using local funds)

Revised "fillable" documents are now located on the PCard website below.

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

- Application for Purchasing Card
- Missing Receipts Form
- Pre-Approval Form
- PCard Food and Entertainment Substantiation Form

***** Destroy all copies of the previous versions of these forms from your files. *****