



TTUHSC PURCHASING CARD UPDATE

May 4, 2012

CITIBANK EXPENSE REPORT ENDING 5/03/2012

Transactions from 04/04/12 through 5/03/12

May 7th (Monday)

The **Expense Report** for billing cycle May 2012 will be available to print starting Monday.

May 16th (Wednesday) 1:00 PM CST

FOAP reallocations and descriptions to be notated in Citi must be processed for the May cycle ending **05/03** by May 16th.

May 31st (Thursday)

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

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

Thank you for all your hard work!

Only 14% of cardholders were contacted by the PCard Office for additional documentation for the March Records (cycle ending 03/02).



Faxed registration forms can have important information that must be marked out before mailing to us for review to ensure this information is not scanned into Laserfiche.

For security purposes, always block out the 3 digit security code and all but the last six digits of the cc number on your PCard documentation.

Other information to block out:

Social security numbers, date of birth, driver's license numbers, patient information

When taping down the receipt, please ensure you avoid placing it on important information including the transaction amount as many tapes dissolve the register ink.



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Schedule Expense Report Tip

Can't remember the cycle date range? The system can populate the range for you!
Here is a screen print of the last screen when scheduling the report:
Select the last option “Reporting Cycle” and arrow down to May 2012 and select “Save”.

The screenshot displays the 'Schedule Report: Frequency' interface in a web browser. The page title is 'CitiDirect Global Card Management System'. The main content area is titled 'Schedule Report: Frequency' and includes a progress indicator 'Progress - Step 6 of 6'. The 'Reporting Cycle' section is highlighted, showing a dropdown menu with 'May 2012 (04/04/2012 - 05/03/2012)' selected. A large blue arrow points to this dropdown. At the bottom of the form are 'Back', 'Save', and 'Cancel' buttons.

Do you have a topic idea for next month's update?
Please email me at lindsey.myers@ttuhsc.edu.