



TTUHSC PURCHASING CARD UPDATE

May 5, 2014

May 2014

CITIBANK EXPENSE REPORT

Transactions from 4/04/14 through 5/02/14

May 5th (Monday)

The **Expense Report** is available to print starting **May 5th**.

May 14th (Wednesday)

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST** on **May 14th**.

May 30th (Wednesday)

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

Flowers (OP 72.03)

- ❖ Flower expenditures are permitted using local funds for employees and their immediate family members in the cases of illness or death. Purchases for flowers must be processed with the departmental purchasing card.
- ❖ In cases where the expense is associated with illness (overnight hospital stay) or death of an employee or employee's immediate family, documentation of the recipient and their relationship to the employee is required as supporting documentation.
- ❖ Family is defined in OP 70.01 as the employee's spouse, employee's or spouse's parents, children, brothers, sisters, grandparents, and grandchildren.
- ❖ The only allowed substitution is a donation to a charitable organization paid using the Direct Pay Form in TechBuy.

Awards, Prizes and Gifts (OP 72.03)

- ❖ Per OP 72.03, the purchase of awards, prizes, or gifts using a departmental purchasing card is **STRICTLY PROHIBITED**. Immediate reimbursement will be required if a departmental purchasing card is used for this type of transaction.
- ❖ The only exceptions are gifts for retirement, donors, and participants of official functions. These types of purchases are allowable on the PCard with local funds (no gift cards). **OP 72.03 Attachment B Gift Form** is required as backup documentation in your PCard records.
- ❖ Gifts for donors and participants of an official functions should be coded in Citi using account code 721101.
- ❖ Retirement gifts (under \$400) should be coded in Citi using account code 721102.