



# Purchasing Card Update

## *from* Payment Services

May 5th, 2017

### CITIBANK EXPENSE REPORT

Transactions from 4/4/17 through 5/3/17

#### Friday, May 5th

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

#### Tuesday, May 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on May 16th.**

#### Wednesday, May 31st

The expense report with all supporting documentation is due for review by **May 31st.**

\*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to: PCard Reviews

Payment Services LBK STOP 6283

✓ If you are sending cash/checks with your report, please place reimbursement on top of the report, noting which transactions are to be reimbursed.

✓ Amazon Business is for TTUHSC business purchases only.  
Personal credit/debit cards should not be linked to your account.  
All Purchasing and Pcard policies still apply.

*Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*