

TTUHSC PURCHASING CARD UPDATE

May 6th, 2013

CITIBANK EXPENSE REPORT ENDING 5/03/2013

Transactions from 4/04/13 through 5/03/13

May 6th (Monday)

The **Expense Report** for billing cycle May 2013 will be available to print **today**.

May 16th (Thursday)

FOAP reallocations and descriptions to be notated in Citi must be processed for the May cycle ending 5/03 by 1PM CST on **May 16th**.

May 31st (Friday)

The Expense Report for May 2013 with all supporting documentation is **due for review on May 31st**.

Mail to: Lindsey Myers Payment Services LBK STOP 6283

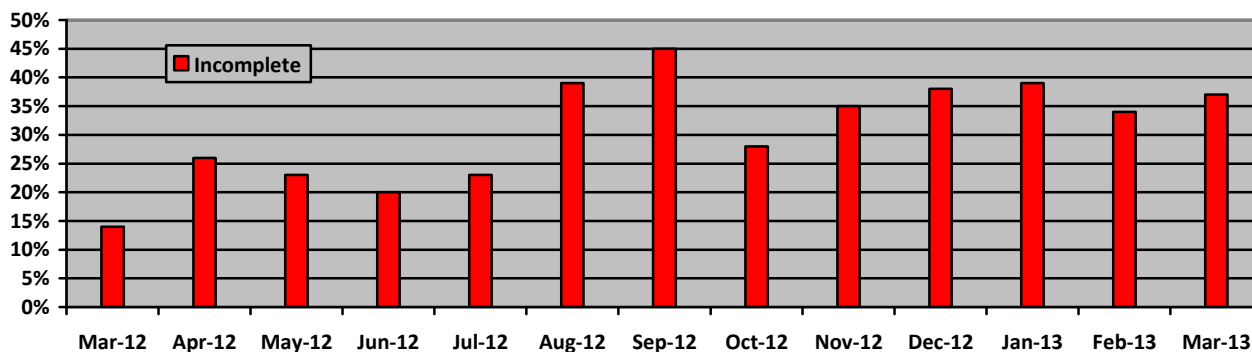
Note: The card will be suspended if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the review.

REMINDER: Awards, Prizes and Gifts

Per OP 72.03, purchase of awards, prizes, and gifts using a departmental purchasing card are **STRICTLY PROHIBITED**.

Gifts for retirement, donors, and participants of official functions are the only exceptions.

Monthly Reviews - Percentage of Incomplete Records (missing required documentation)



Help us to *lower* the percentage for May by referring to the checklist below:

<http://www.fiscal.ttuhs.edu/busserv/pcard/collateral/Checklist%20PCard%20Records.pdf>