



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Purchasing Card Update *from* Payment Services

May 7, 2018

CITIBANK EXPENSE REPORT

Transactions from 4/4/18 through 5/3/18

Monday, May 7th

The May Expense Report is available to print **Today, May 7th**.

Wednesday, May 16th

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

Thursday, 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

***** DEVIATIONS!! *****



If you are unsure if you need a deviation, please email pcard@ttuhsc.edu ***before*** making the purchase.

***** Post Payment Review Process *****

If reports are not received by the last business day of the month, and/or there is documentation missing in order to complete the review, the card will be suspended.

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu