



# TTUHSC PURCHASING CARD UPDATE

June 5, 2014

**June 2014**

## **CITIBANK EXPENSE REPORT**

Transactions from 5/03/14 through 6/03/14

**Thursday, June 5<sup>th</sup>**

The **Expense Report** is available to print starting **June 5<sup>th</sup>**.

**Friday, June 13<sup>th</sup>**

**FOAP reallocations and descriptions** to be updated in Citi must be processed by **Noon CST on June 13<sup>th</sup>**.

**Monday, June 30<sup>th</sup>** (El Paso Campus See Below)

The Expense Report with all supporting documentation is **due for review by June 30<sup>th</sup>**.

\*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.**



## **EL PASO CAMPUS ONLY**

The June Expense Report for cycle ending 06/03 with all supporting documentation is **due for review by June 30<sup>th</sup>**.

Mail to: **Payment Services ELP - Pcard**