



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Purchasing Card Update *from* Payment Services

June 5, 2015

June 2015

CITIBANK EXPENSE REPORT

Transactions from 05/02/2015—06/03/2015

Friday, June 5th

The **Expense Report** is available to print starting today, **June 5th**.

Wednesday, June 17th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST** on **June 17th**.

Tuesday, June 30th

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

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

[Click Here for Checklist](#)

Mail to: PCard Reviews

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.

****IMPORTANT****

All cardholders, regardless of when they received their Chip and PIN cards, will receive a 60 day, 30 day, and 2 weeks notice reminding them to activate their pcards before the magnetic strip is deactivated.

Please email any questions to: pcard@ttuhsc.edu

We welcome your feedback!

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