

Purchasing Card Update

from Payment Services

June 5th, 2017

CITIBANK EXPENSE REPORT

Transactions from 5/4/17 through 6/2/17

Monday, June 5th

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

Wednesday, June 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on June 14th**.

Friday, 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



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, including deviations.****

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