

# Purchasing Card Update

## *from* Payment Services

June 5, 2019

### CITIBANK EXPENSE REPORT

Transactions from 5/4/2019 through 6/3/2019

- Monday, June 5th

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

- Friday, June 14th

The deadline for FOAP reallocations and transaction descriptions in Citi is **June 14th**.

- Friday, June 28th

The expense report with all supporting documentation is due for review by **June 28th**.

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

**If reports are not received by the last business day of the month, and/or required documentation is missing, the Pcard will be suspended.**

[Click Here for Checklist](#)

Mail to: PCard Reviews

Payment Services LBK STOP 6283

*Reminder: **Reallocations must be completed by the deadline!** Any changes that need to be made after 12:00 PM on June 14th will require a Cost Transfer.*

*We welcome your feedback!  
Please email your questions or suggestions to: [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu)*