

# Purchasing Card Update

## *from* Payment Services

June 6, 2016

### CITIBANK EXPENSE REPORT

Transactions from 05/04/16—06/03/16

#### Monday, June 6th

The June Expense Report is available to print **Today, June 6th**.

#### Wednesday, June 15th

FOAP reallocations and descriptions to be updated in Citi must be processed by **NOON on June 15th**.

#### Thursday, 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

***Reminder—***

***Reallocations must be completed by the deadline*** (June 15th @ noon), otherwise a Cost Transfer will have to be submitted to Accounting .

*Thank you!*

*We welcome your feedback!*

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