



# TTUHSC PURCHASING CARD UPDATE

July 3, 2013

## JULY CITIBANK EXPENSE REPORT

Transactions from 6/04/13  
through 7/03/13

### July 5<sup>th</sup> (Friday)

The **Expense Report** for billing cycle July 2013 will be available to print on **Friday, July 5<sup>th</sup>**.

### July 16<sup>th</sup> (Tuesday)

**FOAP reallocations and descriptions** to be updated in Citi must be processed for the July 2013 cycle by 1PM CST on **July 16<sup>th</sup>**.

### July 31<sup>st</sup> (Wednesday)

The Expense Report for July 2013 with all supporting documentation is **due for review July 31<sup>st</sup>**. 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.**

## OP 72.16 Official Functions, Business Meetings, and Entertainment Reminders:

The use of institutional funds to purchase coffee and soft drinks for employee use **is prohibited** (OP 72.16 page 4).

Water or water services **may be** purchased for use by employees. The Department is responsible for ensuring that the best possible price is obtained (OP 72.16 page 4).

Meals provided for employees at business meetings will be allowed when **a clear business purpose** can be identified.

A complete list of all attendees, including title and department and/or company/institution, is required. Social meetings for lunch or dinner are not allowed.

**A clear business purpose of the meeting MUST be provided** (OP 72.16 page 3).

Purchasing Card purchases for Food and Entertainment (F&E) must be documented using the **"Food and Entertainment Substantiation Form"**. These forms contain the necessary information to validate this business expense and must be kept with the Purchasing Card records (OP 72.16 page 4).

**\*\*Please ensure you are using this version revised Dec. 2011.**

<http://www.fiscal.ttuhs.edu/busserv/pcard/forms.aspx>

Expenses for official functions, business meetings and entertainment that aggregate to **\$500 or more** must be approved in writing by the President, Dean, Regional Dean, or Vice President in advance of incurring the expense. The Pre-Approval Form (Attachment A) must be completed, signed, and attached be filed with all the department's purchasing card transactions (OP 72.16 page 1).