



# TTUHSC PURCHASING CARD UPDATE

July 6, 2011

## STATEMENT ENDING 07/05/11

Transactions 6/07/11 through 7/05/11

Transaction Adjustments or Reallocations for statement ending **7/05** will need to be processed in Pathway Net by **5:00pm, Monday, July 18th.**

Please do not make any changes to the **7/05** statement in Pathway Net after the deadline. The changes will not be reflected in the upload that Payment Services will process to Banner on the following Tuesday.

### Access to Citibank

Instructions for cardholders to access the Citibank site will be available Friday, July 8th.

### Citibank PCard Training

CitiDirect GCMS will be the new web application for allocating and reviewing transactions. Campus training via Techlink is scheduled as follows.

#### **Lubbock Campus**

**Wednesday, July 20, 2011**  
**11:00 AM - 12:00 PM**  
**Room - ACB 150**

#### **Odessa Campus**

**Thursday, July 21, 2011**  
**4:00 PM - 5:00 PM**  
**Room - ODHSC 2C41**

#### **Abilene/Amarillo/Dallas Campus**

**Friday, July 22, 2011**  
**11:00 AM - 12:00 PM**  
**Abilene Room - ABSOP 1130**  
**Amarillo Room - AMHSC 4713**  
**Dallas Room - DLSPSW 433**

#### **El Paso Campus**

**Tuesday, July 26, 2011**  
**3:00 PM - 4:00 PM (MT)**  
**Room - EPAEC 212**