

Purchasing Card Update

from Payment Services

July 5th, 2017

CITIBANK EXPENSE REPORT

Transactions from 6/3/17 through 7/3/17

Wednesday, July 5th

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

Friday, July 14th

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

Monday, July 31st

The expense report with all supporting documentation is due for review by **July 31st**.

*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