



# Purchasing Card Update *from* Payment Services

July 5, 2018

## CITIBANK EXPENSE REPORT

Transactions from 6/2/18 through 7/3/18

### Thursday July 5th

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

### Monday, July 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on July 16th**.

### Tuesday, July 31st

The expense report with all supporting documentation is due for review by **June 29th**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

### **\*\*\* Post Payment Review Process \*\*\***

- Reports must be received by the last business day of the month.
- Emailed findings must be acknowledged and corrected in a timely manner.

***.... Failure to do so will result in suspension of the pcard!***

*We welcome your feedback!*

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