



TTUHSC PURCHASING CARD UPDATE

July 5, 2012

CITIBANK EXPENSE REPORT ENDING 7/03/2012

Transactions from 06/02/12
through 7/03/12

July 5th (Thursday)

The **Expense Report** for billing cycle July 2012 will be available to print **today**.

July 18th (Wednesday) 1:00 PM CST

FOAP reallocations and descriptions to be notated in Citi must be processed for the July cycle ending **07/03** by July 18th.

July 31st (Tuesday)

The Expense Report for July 2012 with all supporting documentation is **due for review. Mail to:**

Lindsey Myers
Payment Services LBK
STOP 6283

Please ensure you are mailing all original documentation for review as it is required in OP 72.15, page 4.

Check the vendor name on your receipt/invoice to ensure it matches what comes across on the Expense Report. If it is different, please attach proof that they are the same company.

Advertisements paid on the PCard

A copy of the job listing or advertisement must be included as backup documentation for the purchase in your PCard records.



Did you buy a Book or subscription with your PCard this month? Please choose the appropriate account code (738200 or 730300) and ensure budget is setup for budget pool 7019.

Business Purpose

A brief description and reason for the purchase should be notated to support the transaction as a legitimate state business expense.

Many times an itemized receipt reflects the obvious and supports the purchase as a legitimate state business; others are not as clear cut.

You can notate this information on the receipt, transaction log, or in the expense description field in Citi.

Monthly Reviews – Percentage of cardholders contacted for additional documentation

March records (cycle ending 03/02) only 14%
April records (cycle ending 04/03) 26%
May records (cycle ending 05/03) 23%

All PCard records through May cycle ending 05/03 are available in Laserfiche unless the PCard team has contacted the cardholder for more documentation. To gain access to Laserfiche, please follow the instructions at the link below.

<http://www.fiscal.ttuhs.edu/busserv/pcard/collateral/Laserfiche%20Weblink.pdf>