

Purchasing Card Update

from Payment Services

July 6, 2020

July 2020

CITIBANK EXPENSE REPORT

Transactions from 6/4/2020 —7/3/2020

Monday, July 6th

The **Expense Report** is available to print beginning **today, July 6th**.

Monday, July 13th

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon on July 13th**

Friday, July 17th

The Expense Report with all supporting documentation is **due for review by July 17th**.

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

[Click Here for Checklist](#)

Mail to: Payment Services

3601 4th Street, STOP 6283

Lubbock, TX 79430

REMINDERS:

- If you have returned to campus **please continue to email expense reports in PDF form**, to pcard@ttuhsc.edu. Keep original documentation for your record retention.
- **CHECK YOUR PCARDS**—please be sure that your pcard is secure or locked in a safe place. If you receive notification from Citi that your pcard has been compromised, please contact Citi immediately and follow up with the Pcard Office.

If you have any questions, please do not hesitate to contact us!

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu