

Purchasing Card Update

from Payment Services



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER..

July 7, 2014

July 2014

CITIBANK EXPENSE REPORT

Transactions from 6/04/14 through 7/03/14

Monday, July 7th

The **Expense Report** is available to print starting **July 7th**.

Wednesday, July 16th

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

Thursday, 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:

Lindsey Myers Payment Services LBK STOP 6283.
El Paso Campus – Payment Services ELP-PCard

Note: The card will be **suspended** if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the monthly review.

We welcome your feedback! Please email your questions or suggestions to: Lindsey.Myers@ttuhsc.edu