**TTUHSC
PURCHASING CARD UPDATE**

**CITIBANK EXPENSE REPORT ENDING 08/03/2011**
Transactions from 7/02/11 through 8/03/11

<u>FOAP reallocations</u> for August cycle ending **8/03** will need to be processed
in Citi by **5:00pm, Tuesday, August 16th.**

Please do not make any changes in Citi for cycle ending **8/03** after the deadline.
The changes will not be reflected in the upload that Payment Services will process to
Banner on the following Wednesday.

## Important TIPS for allocating

- When you edit the FOP, always start with the ORGN first.
- If there is no change to the ORGN, then select the drop down arrow of the FUND; if the fund is not in the drop down list, it probably has not been setup or the budget has not been processed. <u>Check with your fund manager</u>.
- If you edit the account code only, remember to also click on the drop down arrow and select the budget pool.

## Important Reminders

- If you need your user id setup instructions as a cardholder or an allocation user, please send this request to <u>lindsey.myers@ttuhsc.edu</u>.

## Expense Report

- To print your expense report, follow the Citi Purchasing Card System User Guide starting on page 28.
- The Expense Report for billing cycle <u>August 2011 (07/02/11 – 08/03/2011) will be available starting Friday, August 5<sup>th</sup></u>.