

# Purchasing Card Update

## *from* Payment Services

August 5, 2020

**August 2020**

**CITIBANK EXPENSE REPORT**

Transactions from 07/04/2020—08/03/2020

**Wednesday, August 5th**

The **Expense Report** is available to print starting today, **August 5th**.

**Tuesday, August 11th**

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon** on **August 11th**.

**Monday, August 17th**

The Expense Report with all supporting documentation is **due for review by August 17th**. Email to [pcard@ttuhsc.edu](mailto:pcard@ttuhsc.edu) in PDF form is preferred.

***Year End Deadlines—Do Not Wait To Allocate!***

20 Thurs	21 Fri <b>Last day to Purchase for FY 20 to ensure posting on or before 09/03</b>	22 Sat Do not use the Pcard	23 Sun Do not use the Pcard	24 Mon Do not use the Pcard	25 Tues Do not use the Pcard	26 Wed Do not use the Pcard
27 Thurs Do not use the Pcard	28 Fri Do not use the Pcard	29 Sat Do not use the Pcard	30 Sun Do not use the Pcard	31 Mon Do not use the Pcard	9/1 Tues Do not use the Pcard	2 Wed Do not use the Pcard
3 Thurs Purchasing for FY 21 begins!	4 Fri	5 Sat	6 Sun	7 Mon Labor Day	8 Tues	9 Wed <b>Last day for FY 20 Allocations DUE BY NOON</b>

***We welcome your feedback!***

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