








TTUHSC PURCHASING CARD UPDATE

August 21, 2013

PCard Year End Deadlines FY 2013 (**August**/September)

25 Sunday	26 Monday	27 Tuesday	28 Wednesday	29 Thursday	30 Friday	31 Saturday
				Last day to purchase for FY 13 to ensure posting on or before 09/03	 Do not use the PCard today through Tuesday	
1 Sunday 	2 Labor Day 	3 Tuesday Last day of the billing cycle for September 	4 Wednesday All transactions are available to allocate *** You can start purchasing for FY 14!	5 Thursday Last day for FY 13 Allocations. Due by 4PM CST ****	6 Friday	7 Saturday

***The transactions posting on 9/03 may not be available to allocate until later in the day on 09/04. When the 09/03 posted transactions are available in Citi, Lindsey will send an email to all cardholders that have transactions posted that day.

****Enter expense descriptions (optional) before the deadline. This field will be locked at 4PM.

You can start now!

Transaction adjustments and reallocations can be done as soon as two days from the post date of any purchase.

This means you can work on your transactions now through Thursday, September 5th.