



TTUHSC PURCHASING CARD UPDATE

August 23, 2012

PCard Year End Deadlines FY 2012 (August/September)

26 Sunday	27 Monday	28 Tuesday	29 Wednesday	30 Thursday	31 Friday	1 Saturday
				Last day to purchase for FY 12 to ensure transactions post on or before 09/03		
2 Sunday	3 Labor Day	4 Tuesday	5 Wednesday	6 Thursday	7 Friday	8 Saturday
	Cycle ends today for the 09/03 expense report	All transactions are available to allocate ***	Deadline for FY 12 Allocations at 5PM CST			

***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 posting on 09/03.

You can start now!

Transaction adjustments and reallocations can be done as soon as two days from the transaction date of any purchase (if the vendor posts the charge in a timely manner). This means you can work on your **August Transactions** now through Wednesday, September 5th.