TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Purchasing Card Update
from Payment Services

August 28, 2017

ALERT– 5 More Business Days!!

You have only **5** business days until the **Year-end Deadline**
for the September Cycle ending 09/01.

Keep in mind, transaction reallocations and expense descriptions 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 Friday, September 8th at noon.**

If you are waiting until the cycle ends and all transactions are posted in Citi, they will only be available for allocation purposes on these dates:
Tuesday, 9/5— beginning at noon
Wednesday 9/6 & Thursday 9/7
Friday 9/8 — Transactions locked and uploaded into Banner at noon

GOAL: Error Free Upload

- Verify that the account code for every transaction is accurate in describing the purchase.

- Reconcile all transactions (grouped by budget pools) against available budgeted funds, specifically budget pools **7019** and **7035**. For example, if your book purchases for reference materials (allocated to account code 738200) totals $700.00 for this cycle, there should be sufficient budgeted funds for pool 7019 to cover these transactions before the deadline.

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu