



# TTUHSC PURCHASING CARD UPDATE

August 29, 2012

## **ALERT- 5 more days!!**

**You have only 5 business days until the **Year-end Deadline**  
for the September Cycle ending 09/03.**

**Cycle close date for Citibank is September 3rd.**

**All transactions during this cycle will be available to make allocations on  
Sept 4<sup>th</sup> and Sept 5<sup>th</sup>.**

**Descriptions to be notated in Citi must be completed by Sept 5<sup>th</sup> @ 5 PM.**

**The transactions for cycle ending 09/03 will post to FY 12.**