



# Purchasing Card Update *from* Payment Services

August 30, 2019

## **ALERT– 5 More Business Days!!**

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

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 Monday, September 9th at Noon.**

**\*\*\* DO NOT WAIT TO ALLOCATE! \*\*\***

**HOWEVER**, if you are waiting for the cycle to end and all transactions to be posted in Citi, they will only be available for allocation on these dates:

**Tuesday, 9/3— beginning at noon**

**Wednesday 9/4, Thursday 9/5 & Friday 9/6**

**Monday 9/9 — Transactions locked and uploaded into Banner at Noon**

### **Prohibited Purchases on State and Federal Funds:**

Funds 10XXXX, 11XXXX, 12XXXX, 21XXXX and 22XXXX)

- Food and Entertainment Expenditures (including business meals)
- Flowers
- Promotional Items
- Membership Dues
- Account Codes that begin with “7 L”



***We welcome your feedback!***

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