



# TTUHSC PURCHASING CARD UPDATE

September 06, 2013

**Note: PCard transactions for the September Cycle will be reflected in Cognos reports *today*, Friday, September 6<sup>th</sup>.**

## **SEPTEMBER 2013**

### **CITIBANK EXPENSE REPORT**

Transactions from 8/04/13 through 9/03/13

#### **SEPTEMBER 30<sup>th</sup> (MONDAY)**

The Expense Report with all supporting documentation is **due for review September 30<sup>th</sup>**.

**Mail to: Lindsey Myers  
Payment Services LBK  
STOP 6283**

Below is a link to the Checklist for PCard Records. It will provide you a list of required documentation. Please review this list before mailing your records to Payment Services.

**[Click Here for Checklist](#)**

**Note: The card will be suspended if the records are not received by the last business day of the month and/or there is documentation missing in order to complete the review.**