

Purchasing Card Update

from Payment Services

September 8, 2014

Note: PCard transactions for the September Cycle will be reflected in FY14 Cognos reports *today*, Monday, September 8th.

September 2014

CITIBANK EXPENSE REPORT

Transactions from 8/02/14 through 9/03/14

Tuesday, September 30th

The Expense Report with all supporting documentation is **due for review by September 30th**.

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to:

Lindsey Myers Payment Services LBK STOP 6283.

El Paso Campus – Payment Services ELP-PCard

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 monthly review.

We welcome your feedback!

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