



# TTUHSC PURCHASING CARD UPDATE

September 11, 2012

## **CITIBANK EXPENSE REPORT ENDING 9/03/2012**

Transactions from 08/04/12 through 9/03/12

### **September 28<sup>th</sup> (Friday)**

The Expense Report for September 2012 with all supporting documentation is **due for review**.

**Mail to:**

**Lindsey Myers**

**Payment Services LBK**

**STOP 6283**

***Please ensure you are mailing all original documentation for review as it is required in OP 72.15, page 4.***

### **Registrations (preferred method of payment – purchasing card)**

Registration payments include fees and related expenses for training workshops, seminars, and conferences attended by state employees. These types of events must meet the criteria that the training and development is required to maintain or improve a skill, required or mandated by the institution. Direct Pay System may be used for processing if the **purchasing card is not an option of payment** (OP 72.03 page 7).

#### **Registration documentation needed to be in compliance with record keeping requirements:**

- The invoice, brochure schedule fee page, or the order form detailing the charges of the conference
- Confirmation of Payment

The agenda (could be multiple pages) is **NOT** required as back up documentation.

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](#)