SEPT - NOV 2025 Expense Reports

- 09/01 – 09/05/2025 = SEPT25 WEEK 1: Due 09/19/2025
- 09/08 – 09/12/2025 = SEPT25 WEEK 2: Due 09/26/2025
- 09/15 – 09/19/2025 = SEPT25 WEEK 3: Due 10/03/2025
- 09/22 – 09/26/2025 = SEPT25 WEEK 4: Due 10/10/2025

- 09/29 – 10/03/2025 = OCT25 WEEK 1: Due 10/17/2025
- 10/06 – 10/10/2025 = OCT25 WEEK 2: Due 10/24/2025
- 10/13 – 10/17/2025 = OCT25 WEEK 3: Due 10/31/2025
- 10/20 – 10/24/2025 = OCT25 WEEK 4: Due 11/07/2025
- 10/27 – 10/31/2025 = OCT25 WEEK 5: Due 11/14/2025

- 11/03 – 11/07/2025 = NOV25 WEEK 1: Due 11/21/2025
- 11/10 – 11/14/2025 = NOV25 WEEK 2: Due 11/28/2025
- 11/17 – 11/21/2025 = NOV25 WEEK 3: Due 12/05/2025
- 11/24 – 11/28/2025 = NOV25 WEEK 4: Due 12/12/2025

Important Update –

- The State of Texas contract for PCard and Travel was recently awarded to US Bank, replacing the current provider, Citibank. The Citibank contract has expired as of August 31st, however your Citibank PCard will continue to be accepted until the transition is complete.
  - **PCARD-HOLDERS AND DELEGATES** - Please email pcard@ttuhsc.edu your current MailStop # if you are in Lubbock. If you are at a regional campus, TDCJ unit, or offsite location, please email your physical work address. All new PCards will be sent to the PCard Office and distributed via campus mail, or FedEx for regional sites.

    Updates regarding this transition will be provided as more information becomes available.

Helpful Links

PCard Purchasing Guidelines

PCard Website: https://www.fiscal.ttuhsc.edu/paymentservices/pcard/