



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.

Purchasing Card Update *from* Payment Services

October 5, 2015

CITIBANK EXPENSE REPORT

Transactions from 09/04/15—10/02/15

Monday, October 5th

The October Expense Report is available to print **Today, October 5th.**

Wednesday, October 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **NOON on October 14th.**

Friday, October 30th

The expense report with all supporting documentation is due for review by **October 30th.**

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews

Payment Services LBK STOP 6283

We welcome your feedback!

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