OCT - NOV 2025 Expense Reports

- 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 transition is in progress, however we do not have an ETA for the new US Bank PCards as of yet. **Your current 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.

- **With the implementation of US Bank, it is imperative that all current Citibank transactions are reconciled timely. Reports should be submitted in Emburse Enterprise weekly in order to avoid suspension of the PCard.**

  In effort to help minimize Returns, please ensure:

  - Forms including vendor hold searches, deviation approvals, etc. are uploaded, if the transaction requires it.
  - Itemized receipts are legible and that the entire receipt is captured in your upload.
  - All itemization, including Sales Tax, is done correctly.
  - Business purpose is clear and descriptive of what was purchased, and why.

Helpful Links

PCard Purchasing Guidelines

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