



TTUHSC PURCHASING CARD UPDATE

November 4, 2013

November 2013 **CITIBANK EXPENSE REPORT**

Transactions from 10/04/13 through 11/01/13

November 4th (Monday)

The **Expense Report** will be available to print on **Nov. 4th**.

November 14th (Thursday)

FOAP reallocations and descriptions to be updated in Citi must be processed by **Noon CST** on **Nov. 14th**.

November 27th (Wednesday)

The Expense Report with all supporting documentation is **due for review Nov. 27th**.

*Please review the Checklist to ensure all required documentation is sent. **[Click Here for Checklist](#)** *

Mail to: Lindsey Myers Payment Services LBK STOP 6283

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.

REVISED Missing Receipt Form located here:

<http://www.fiscal.ttuhs.edu/busserv/pcard/forms.aspx>

Please destroy all old versions.

Itemized receipts

Packing slips, acknowledgements, or quotes do not take the place of an invoice or receipt. The invoice or receipt with the **detail** of the transaction is a necessary document that must be kept as backup to validate the expense that is processed on the expense report.

Restaurant transactions require both the itemized receipt providing the detail of the meal and the sales agreement slip showing the subtotal, tip, and total amount. Please ensure the tip amount is notated on your copy of the sales agreement slip.

Discrepancies

The charges listed on the monthly expense report should be compared by the cardholder with the supporting documentation validating the accuracy of the charge by the vendor. If any errors are discovered, it is the cardholder's responsibility to ensure necessary steps are taken to correct the discrepancies. For example, if an order was charged tax, it must be corrected immediately by contacting the vendor and requesting a refund the PCard.

Amazon orders – tax charged.

Submit your tax refund request as soon as the shipment confirmation is received to ensure refunds are processed timely. Instructions are provided at the link below.

<http://www.amazon.com/gp/help/customer/display.html?nodeId=200962580#doc>