

Purchasing Card Update

from Payment Services

November 5, 2014

November 2014

CITIBANK EXPENSE REPORT

Transactions from 10/04/14 through 11/03/14

Wednesday, November 5th

The **Expense Report** is available to print starting **November 5th**.

Friday, November 14th

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

Friday, November 28th

The Expense Report with all supporting documentation is **due for review by November 28th**.

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

[Click Here for Checklist](#)

Mail to:

PCard Reviews Payment Services LBK STOP 6283

El Paso Campus – Payment Services ELP-PCard

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.**

Department Holiday Party

(2) Each department is allowed one annual event, usually at Thanksgiving or Christmas. The expenditure for the food is limited to a total cost not to exceed \$25 per employee or \$50 for employee and spouse/guest.

A department may choose to provide employees with hams or turkeys in lieu of a meal. Gift certificates cannot be purchased to distribute to employees that go to a supermarket to purchase a ham or turkey. Departments must coordinate with the vendor to allow employees to pick up the ham or turkey directly from the vendor's place of business with a vendor voucher. Departments are allowed to provide the meal or the hams/turkeys, but **not** both at the expense of the institution. The maximum cost for hams/turkeys is \$20 each. This limitation is not intended to be interpreted that each employee must receive a value of \$20. * United Supermarkets does offer turkey vouchers.

We welcome your feedback!

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