



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

# Purchasing Card Update *from* Payment Services

November 5, 2015

## CITIBANK EXPENSE REPORT

Transactions from 10/03/15—11/03/15

### Thursday, November 5th

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

### Monday, November 16th

FOAP reallocations and descriptions to be updated in Citi must be processed by **NOON on November 16th**.

### Monday, November 30th

The expense report with all supporting documentation is due for review by **November 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](mailto:pcard@ttuhsc.edu)*