

Purchasing Card Update

from Payment Services

November 5, 2018

CITIBANK EXPENSE REPORT

Transactions from 10/4/18 through 11/2/18

Monday, November 5th

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

Wednesday, November 14th

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

Friday, 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



- * Password resets for the CitiBank portal must be requested through the pcard office. Please email pcard@ttuhsc.edu if you have trouble logging in.
- * If you had a blanket deviation for FY 18, and do not have a blanket deviation for FY 19 in place yet, please submit your request ASAP: purchasing@ttuhsc.edu

We welcome your feedback!

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